

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

 State of New York
 UNIFIED COURT SYSTEM
 8TH JUDICIAL DISTRICT

 Announcement # 08006

POSITION TITLE: CASE MANAGER I **JG:** 16

LOCATION: JAMESTOWN CITY COURT, DRUG TREATMENT AND MENTAL HEALTH COURTS
MUNCIPAL BULDING, 200 EAST THIRD ST., JAMESTOWN, NY 14701

BASE SALARY: \$44,504 PER YEAR

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelors Degree from an accredited college or university and one (1) year of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **OR** Credential Alcoholism and Substance Abuse Counselor (CASAC) and two (2) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **OR** An equivalent combination of education and experience. While these are minimum qualification fo this title, consideration may be given to education and experience directly related to the assignment.

DISTINGUISHING FEATURES OF WORK: Case Managers I report to the Chief Clerk and project Director and work in problem solving parts and units. Case Managers I develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers I prepare written reports and maintain case files on participants. Case Managers I may also perform other related duties.

ASSIGNMENT: The appointee, under the supervision of the Chief Clerk and Resource Coordinator, will be responsible for establishing and maintaining relationships with community partners and service providers, act as the courtroom representative in the Drug Treatment and Mental Health Parts in Jamestown City Court. The Case Manager I will prepare written reports , update computer programs and maintain case files and provide clerical administrative support, participate in the analytical and decision making processes as a member of the drug treatment and mental health collaboration team. **The appointee may also be required to provide assistance to other Drug Treatment and Mental Health Courts throughout the Counties in the 8th Judicial District as staffing needs require. Travel may be required.**

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next three (3) months. Position(s) available at the present time: 1.

All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

Marie Villari
Senior Management Analyst
8th Judicial District Administrative Office
92 Franklin St.
Buffalo, New York 14202

POSTING DATE: **JUNE 23, 2010** APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: **JULY 15, 2010**

The New York State Unified Court System is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply. Special arrangements for the disabled may be made by contacting the 8th Judicial District Administrative Office at (716)845-2505 prior to the interview. Applicants are encourage to complete an EEO Data Collection Form.