


 EMPLOYMENT  
 OPPORTUNITY  
 ANNOUNCEMENT

 State of New York  
 UNIFIED COURT SYSTEM  
 8<sup>TH</sup> JUDICIAL DISTRICT

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 08 / 9 / 19
 

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POSITION TITLE: CASE TECHNICIAN **JG: 12**  
 LOCATION: MENTAL HYGIENE COURTS LOCATED IN BUFFALO, NEW YORK  
 BASE SALARY: \$34,071 PER YEAR  
 CLASSIFICATION: NON-COMPETITIVE  
 QUALIFICATIONS: High School Diploma and two (2) years of relevant experience - or -  
 An equivalent combination of education and experience.  
 While these are minimum qualifications for this title consideration may be given to education and experience directly related to the assignment.

**DISTINGUISHING FEATURES OF WORK:**

Case Technicians report to Case Managers and Resource Coordinators and work in problem solving parts. Case Technicians are responsible for providing technical and administrative support services to specialized parts. Case Technicians may also perform other related duties.

**ASSIGNMENT:**

The appointee will provide clerical and administrative support services to the Project Director and Case Manager for diversion of psychiatric disabled individuals, participate in the analytical and decision making processes as a member of the mental health collaboration team for the Mental Hygiene (Civil) Part and the Buffalo Mental Health (Criminal) Court. Candidates with experience in a psychiatric diversionary program with a recognized public or private agency or experience working with a Mental Health court are preferred.

**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 these 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  
 8<sup>th</sup> Judicial District Administrative Office  
 92 Franklin St.  
 Buffalo, New York 14202

Applicants are encouraged to complete the EEO Data Collection Form.

POSTING DATE: **NOVEMBER 11, 2009** APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: **DECEMBER 3, 2009**

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 8<sup>th</sup> Judicial District Administrative Office at (716)845-2505 prior to the interview.