

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT



STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER 09016

POSITION TITLE: Case Technician JG-12

LOCATION: Westchester Supreme & County Court - Drug Court
111 Dr. Martin Luther King Jr. Blvd.
White Plains, New York 10601

BASE SALARY: \$35,434 + \$3,697 Location Pay

CLASSIFICATION: Non-Competitive

QUALIFICATIONS: A High School Diploma and two (2) years of relevant experience; or An equivalent combination of education and experience.

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: Provides technical support to Case Managers and Resource Coordinators; Conducts orientation of participants; Prepares files for new cases; Ensures that participants provide clean samples for the purpose of conducting court mandated drug testing; Conducts court mandated drug testing by use of specialized equipment; Trains staff on proper usage of urinalysis equipment; Tracks specimens for clients by assigning specimen numbers; Monitors waiting area; Assists in conducting work readiness workshops; Assists in developing life skills workshops; Communicates with community service organizations; Enters participant information into computer applications; Completes routine paperwork; Works with Case Managers and Resource Coordinators to update participant information and assess further action needed. Travel throughout district 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 this title and every position does not necessarily require the same 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 depended upon the needs of the Unified Court System. 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/OR RESUME TO:

NANCY MANGOLD, DISTRICT EXECUTIVE
ADMINISTRATIVE JUDGE'S OFFICE
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: JULY 7, 2010 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: JULY 21, 2010

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.