



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 10234

POSITION TITLE: PROJECT DIRECTOR II **JG: 25**

LOCATION: 10th JUDICIAL DISTRICT
NASSAU COUNTY PROBLEM SOLVING COURTS

BASE SALARY: \$ 83,034 + \$ 4,300 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Master's Degree from an accredited school of social work and three (3) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Bachelors Degree from an accredited school of social work and five (5) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Credentialized Alcohol and Substance Abuse Counselor Certificate (CASAC) and six (6) 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.

DISTINGUISHING FEATURES OF WORK: Project Directors II report to the Chief Clerk and work in the largest problem solving parts in New York City or in counties with populations exceeding 400,000. Project Directors II report to the Chief Clerk and are responsible for overseeing the work of five (5) or more Case Managers and Resource Coordinators. Project Directors II prepare written reports, maintain statistical records, coordinate grant management and develop linkages with outside social service agencies. Project Directors II may also be responsible for providing District wide support and supervision to problem solving parts. They may also perform administrative and other related duties.

ASSIGNMENT: This position will oversee all problem solving courts in the Nassau County Court. Duties include but are not limited to: supervising operations, program development and planning; assigning, monitoring and directing the work of case managers and resource coordinators; assessing staff skills, recommending and providing training; preparing statistical reports and analyzing data; supervising the completion and submission of reports; reviewing case files; managing clinical issues; conducting agency site visits; preparing the annual budget for the unit and monitoring expenditures; participating in case conferences; grant application and management.

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 six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: 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 at www.nycourts.gov/careers/UCS5.pdf) and a resume and cover letter by email to NassauPostings@nycourts.gov or by mail to:

HR ADMINISTRATOR
DISTRICT ADMINISTRATIVE OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.
New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: November 30, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 28, 2022

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.