



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 11229\_Extended

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

**LOCATION:** SUFFOLK COUNTY DISTRICT COURT

**BASE SALARY:** \$51,113 + LOCATION PAY \$4,300

**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** Credentialed 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.

**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:** This position is assigned to the Suffolk County District Court Drug Court. Duties include but are not limited to: provide case management and monitoring services including interview participants to determine need for services; refer participants to psychological or counseling services; conduct psycho-social evaluations and prepare reports; report participant compliance on programs and recommend sanctions; make preliminary case recommendations to the court; determine progress and need for services; and preparing clients for discharge to the community, administering drug tests and maintaining case files.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by mail to:

WARREN G. CLARK, ESQ.  
DISTRICT EXECUTIVE  
400 CARLETON AVENUE  
CENTRAL ISLIP, NEW YORK 11722

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO 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.**

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**POSTING DATE:** December 7, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 1, 2023

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**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.**

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