



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 24216

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**CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #24212 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION**

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**POSITION TITLE:** CASE TECHNICIAN **JG: 12****LOCATION:** SUPREME COURT, NEW YORK COUNTY- CRIMINAL COURT**BASE SALARY:** \$ 40,706 + LOCATION PAY \$4,300**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** A High School Diploma and two (2) years of relevant experience; or An equivalent combination of education and experience.  
Preference may be given to Bilingual applicants with Bachelor of Science degree and experience working with the criminal justice and substance abusing populations. Knowledge of Windows and Microsoft Excel is a plus.**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:** Under direct supervision of the Manhattan Drug Courts - Project Director II, the case technician will be responsible for assisting senior drug court case management staff in assessing, monitoring and reporting on caseloads of substance abusing offenders. The Case technician will provide technical support to case managers, and resource coordinators; conduct orientation of participants; prepare files for new cases; ensure that participants provide clean samples for the purpose of conducting court mandated drug testing; train staff members on collecting and testing procedures; prepare specimens for delivery to lab; follow-up with lab for lab report results; assist in developing life skills workshops; communicate with community service organizations; and entering information in the computer database application.**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 by mail to:

CHRISTOPHER DISANTO, ESQ  
CHIEF CLERK VII  
SUPREME COURT, CRIMINAL TERM - NEW YORK COUNTY  
100 CENTRE STREET, 10th FLOOR, ROOM 1010  
NEW YORK, NY 10013

**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 5, 2022**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 2, 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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