

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 27225

POSITION TITLE: CASE MANAGER II **JG:** 18
LOCATION: SUPREME COURT, QUEENS COUNTY - CRIMINAL TERM
BASE SALARY: \$57,166 + \$4,300 LOCATION PAY
CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelors Degree from an accredited college or university 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 Credentialed Alcoholism and Substance Abuse Counselor (CASAC) 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 An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Case Managers II report to the Chief Clerk and Project Director and work in the largest problem solving parts in New York City or in counties with populations exceeding 400,000. Case Managers II oversee the work of Case Managers I and Case Technicians and handle a speciality case load of participants with the most complex issues or special needs. Case Managers II also develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers II prepare written and statistical reports and maintain case files on participants. Case Managers II may also perform other related duties.

ASSIGNMENT: This position is assigned to the Queens DWI Part and Veterans Treatment Court. Duties and responsibilities include: reviewing work of case managers and other subordinate staff; reviewing case files and client progress; developing treatment and counseling plans for participants; making recommendations to the Judge; case management including inputting data, modifying databases, and preparing reports; providing referrals to appropriate treatment programs; conducting psycho-social evaluations; meeting with participants on a one-on-one basis to determine progress; participating case conferences with team members and conducting drug testing using specialized equipment.

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 cover letter and resume by mail to:

ROSEANNE MASELLI
PERSONNEL DEPARTMENT
SUPREME COURT - CRIMINAL TERM, QUEENS COUNTY
125-01 QUEENS BLVD, 7TH FLOOR, ROOM 732
KEW GARDENS, NY 11415

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: December 5, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 2, 2023

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.
