



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO.** 52019

POSITION TITLE: MENTAL HEALTH INFORMATION OFFICER JG-19

LOCATION: Mental Hygiene Legal Service
5 Coates Drive, Goshen, New York

BASE SALARY: \$52,524 + LOCATION PAY \$1, 848

CLASSIFICATION: Provisional/Temporary

QUALIFICATIONS: Bachelor's degree from an accredited college or university; **and** two years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted standards; **or** Master's degree in social work from an accredited college or university; **or** an equivalent combination of education and work experience.

To be qualified for this position, you must have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station.

DISTINGUISHING FEATURES OF WORK:

Under supervision, Mental Health Information Officers work in the Mental Hygiene Legal Service, conduct investigations and perform other duties relating to the living conditions and hospital status of individuals who are under the jurisdiction of the State Department of Mental Hygiene. They provide individuals with counseling and other social casework services.

ASSIGNMENT: To assist attorneys by investigating factual allegations, interviewing potential witnesses and others, locating and reviewing records and documents, serving legal process, etc. Work location is subject to relocation to any other MHLS office in the Second Judicial Department.

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 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.
Positions 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 to:

**Mental Hygiene Legal Service
Appellate Division, Second Judicial Department
170 Old Country Road, Room 500
Mineola, New York 11501**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 1, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 22, 2010

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