



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 25422

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**CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #25405 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.**

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

**LOCATION:** SUPREME COURT, BRONX COUNTY - CRIMINAL TERM

**BASE SALARY:** \$56,411 + LOCATION PAY \$4,775

**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 Bronx County Judicial Diversion/ Treatment Court. Duties include but are not limited to: conducting assessments of defendants for participation in court-monitored substance abuse treatment; submitting detailed recommendations regarding defendants' eligibility to participate in treatment; referring and placing defendants in community-based treatment programs; monitoring defendants' participation in community-based treatment programs; submitting detailed updates to Court and parties regarding treatment participation; and conducting court mandated drug testing.

**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 cover letter and resume by email to [hrbxsupcrim@nycourts.gov](mailto:hrbxsupcrim@nycourts.gov) or by mail to:

Ivy Perry  
Human Resources Department  
Bronx Supreme Court – Criminal Term  
265 E. 161st Street – Room 895  
Bronx, NY 10451

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** April 26, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 24, 2024

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