



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 27404

POSITION TITLE: RESOURCE COORDINATOR I **JG: 16**

LOCATION: SUPREME COURT, QUEENS COUNTY - CRIMINAL TERM

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

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: Resource Coordinators I report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators I are responsible for establishing and maintaining relationships with community partners and service providers; act as the courtroom representative for problem solving parts and units; prepare written reports, update computer programs and maintain case files. Resource Coordinators I may also perform other related duties.

ASSIGNMENT: This position is assigned to the Queens Youth and Adolescence Part. The Resource Coordinator's primary responsibility is ensuring that adolescent offenders and juvenile offenders with cases in the Youth part are having their educational needs met, especially if a youth is in placement. The Resource Coordinator is responsible for serving as the liaison between the Youth Part and the schools and school districts each youth in the Youth Part is attending. Duties include, but are not limited to: obtaining releases from parents, assisting with any hearings at youths' schools, establishing and maintaining a working relationship with various schools/school districts, requesting and obtaining information from the youths' schools, ensuring that all requested information is provided on a timely basis, evaluating the information collected, monitoring the youths' progress and providing updates at scheduled court appearances. The Resource Coordinator may also perform other related duties.

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.

POSTING DATE: March 8, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 5, 2024

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