



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 8407\_Extended

**POSITION TITLE:** RESOURCE COORDINATOR I

**LOCATION:** 8<sup>th</sup> JUDICIAL DISTRICT  
BUFFALO CITY - DRUG COURT

**JG: 16**

**BASE SALARY:** \$56,411

**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:** The candidate will be responsible for the daily operation of a Drug Court and will also have responsibilities in Human Sex trafficking court. Duties will include, but are not limited to: statistical record keeping and reporting, data entry, program development and community networking. The coordinator will regularly interface with State and local service agencies necessary to ensure service to court clientele, assist in various projects and represent the court at interagency meetings and conferences. Experience with chemical dependency assessment, together with a working knowledge of the treatment community, a general understanding of the criminal justice system and work experience and knowledge of drug treatment court is desirable. Strong computer skills are needed to coordinate this program. Travel throughout the District may be required.

**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 and cover letter by email to [8JDHRAApplications@nycourts.gov](mailto:8JDHRAApplications@nycourts.gov) or by mail to:

SHION CHRISTIAN  
HUMAN RESOURCES  
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
92 FRANKLIN STREET  
BUFFALO, NY 14202

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**

**POSTING DATE:** March 13, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 24, 2024

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.