



ANNOUNCEMENT NUMBER: 05815

POSITION TITLE: RESOURCE COORDINATOR II JG- 18

LOCATION: ONONDAGA COUNTY SUPREME AND COUNTY COURTS
SYRACUSE, NEW YORK

BASE SALARY: \$43,802 ANNUALLY

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. While these are the minimum qualifications for this position, consideration may be given to education and experience directly related to the assignment.

DISTINGUISHING FEATURES OF WORK:

Resource Coordinators II report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators II are responsible for establishing and maintaining relationships with community partners and service providers. Resource Coordinators II act as liaisons between the court and Case Managers and act as the courtroom representative for problem solving parts and units and supervise two (2) or more Case Managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators II prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

ASSIGNMENT:

Coordinate the on-going program development of the Integrated Domestic Violence (mV) Part of Supreme Court, Onondaga County. Screen, identify and arrange for the transfer or removal of cases to the IDV Court and provide appropriate orders to the Administrative Judge for signature and disperse those orders to the various Chief Clerks. Coordinate the activities of the Judges to facilitate the goals of the part. Train courtroom, clerical and administrative court personnel in IDV procedures. Work with the Chief Clerks of the various courts and their designees on case tracking notifications, statistics, disposition and all aspects of case management. Coordinate the retrieval of the physical files of Integrated Part cases and ensure that they are provided to and received by the assigned Domestic Violence Judge or Integrated Domestic Violence Justice. Monitor case deadlines and milestones to ensure timely dispositions and compliance with court mandates. Analyze data and prepare regular reports and statistical information regarding the activities and effectiveness of the court. Oversee the Domestic Violence Part of Syracuse City Court. Act as liaison to the Bar and other constituents of the court and establish a forum for feedback. Work under the supervision of the Chief Clerk of Onondaga County Combined Courts. Strong background in court operations preferred. Travel may be required. Experience in and a working knowledge of office automation using micro-computers for word processing and spreadsheet applications is preferred (Windows NT, Corel WordPerfect Suite, Lotus). Duties will be discussed in greater detail at the time of interview.

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 the same 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 title that may occur in this court or agency within the next three months.

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS MUST SUBMIT A UCS-5, "APPLICATION FOR EMPLOYMENT" FORM, (OBTAINABLE FROM ANY NY STATE COURT OFFICE OR www.nycourts.gov) AND RESUME TO:

MICHAEL A. KLEIN, ESQ., DISTRICT EXECUTIVE
 FIFTH JUDICIAL DISTRICT OFFICE
 600 S. STATE STREET, ROOM 300
 SYRACUSE, NEW YORK 13202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: JUNE 25, 2008

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: JULY 16, 2008

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