



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7603

POSITION TITLE: RESOURCE COORDINATOR III **JG: 21**

LOCATION: 7th JUDICIAL DISTRICT - ROCHESTER CITY DRUG COURT

BASE SALARY: \$76,112

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Master's Degree from an accredited school of social work 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** Bachelors Degree from an accredited college or university 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** Credentialed Alcoholism and Substance Abuse Counselor Trainee (CASAC-T) and four (4) 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 III report to the Project Director and/or Chief Clerk and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators III are responsible for analyzing cases, determining treatment, counseling and intervention options in order to make recommendations to the Court. Resource Coordinators III act as liaisons between the Court and Case Managers and act as the courtroom representative for problem solving parts and units. Resource Coordinators III supervise five (5) or more Case Managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

ASSIGNMENT: This position will supervise problem solving parts to promote accountability and internal controls, and to address grant funding monitoring and application functions. Duties and responsibilities to include but are not limited to: reviewing the work of case managers and other subordinate staff; establishing relationships with community partners and service providers; performing agency site visits; assisting with program development and planning; case management including inputting data, modifying databases, and preparing reports; providing referrals to appropriate treatment programs; monitoring participants' progress in treatment and providing updates at scheduled court appearances; creating statistical reports and overseeing the completion of reports and compliance related paperwork; and participating in case conferences with the Judge.

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) a resume and cover letter by email to 7thhumanresources@nycourts.gov or by mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

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

POSTING DATE: January 22, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 19, 2026

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.
