



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 24608

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**POSITION TITLE:** CASE MANAGER II **JG:** 19

**LOCATION:** SUPREME COURT, NEW YORK COUNTY – CRIMINAL TERM

**BASE SALARY:** \$68,593 + \$4,920 LOCATION PAY

**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 Trainee (CASAC-T) 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.

**DISTINGUISHING FEATURES OF WORK:** Case Managers II report to the Chief Clerk and Project Director and work in the largest problem solving parts in New York City or in counties with populations exceeding 400,000. Case Managers II oversee the work of Case Managers I and Case Technicians and handle a specialty case load of participants with the most complex issues or special needs. Case Managers II also develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers II prepare written and statistical reports and maintain case files on participants. Case Managers II may also perform other related duties.

**ASSIGNMENT:** This position will be assigned to a newly formed Manhattan Drug Court. Duties and responsibilities include but are not limited to: conducting court mandated drug screening and drug testing; preparing and delivering drug screen results to the court and incorporating these findings into participant reports and recommendations; developing individualized treatment plans, determine appropriate intervention services, counsel participants, and make informed recommendations to the court based on ongoing assessments of participant progress and needs; preparing written and statistical reports; maintaining case files; conducting psycho-social evaluations; and interviewing participants to identify service needs, including referrals to substance use disorder treatment, mental health counseling, or medical services; monitoring participant compliance; tracking progress; identifying service needs; and providing preliminary recommendations regarding sanctions or continued programming. In addition, this position will support operational functions such as updating forms and documents, assisting with court related filing and activities, evaluating participants for substance-use-related service needs, and preparing individuals for discharge to the community while ensuring all required testing and documentation are completed.

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

Christopher Disanto, Esq.  
Chief Clerk VII  
Supreme Court, Criminal Term New York County  
100 Centre St, 10th floor, Room 1010  
New York, NY 10013

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

**POSTING DATE:** June 12, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 10, 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.**

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