



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 24609

POSITION TITLE: PROJECT DIRECTOR I **JG: 23**

LOCATION: SUPREME COURT, NEW YORK COUNTY – CRIMINAL TERM

BASE SALARY: \$84,659 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Master's Degree from an accredited school of social work 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** Bachelors Degree from an accredited school of social work 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** Credentialed Alcohol and Substance Abuse Counselor Certificate (CASAC) and five (5) 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: Project Directors I report to the Chief Clerk and work in the largest problem solving parts in New York City or in counties with populations exceeding 400,000. Project Directors I report to the Chief Clerk and are responsible for overseeing the work of Resource Coordinators, Case Managers and Case Technicians. Project Directors I prepare written reports, maintain statistical records, coordinate grant management and develop links with outside social service agencies. Project Directors I may also be responsible for providing District wide support and supervision to problem solving parts. They may also perform administrative and 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: overseeing problem-solving court and supervising staff; preparing statistical reports and analyzing data; applying for grants; participating in case conferences with problem solving part's team; preparing annual budget for the unit; reviewing case files and case management including inputting data, modifying databases, and preparing reports; developing individualized treatment plans that include participant's goals and objectives; providing referrals to appropriate treatment programs; monitoring participants' progress in treatment and providing updates at scheduled court appearances and participant progress; recommending areas of training for staff; conducting agency visits; reviewing and updating program forms; and acting as a liaison in meetings with community organizations and government agencies.

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 cover letter, and resume by email to 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.
