



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 24610

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**POSITION TITLE:** RESOURCE COORDINATOR 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:** 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:** This position will be assigned to a newly formed Manhattan Drug Court. Duties and responsibilities include but are not limited to: reviewing work of case managers and subordinate staff; establishing relationships with community partners and service providers; performing agency site visits; 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; conducting psycho-social evaluations and assessments; assisting the court in project development, program evaluation, and monitoring any gaps in services; and assisting in the development of grant applications; providing referrals to appropriate treatment programs.

**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.](#)**

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**POSTING DATE:** June 12, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 10, 2026

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**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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