



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 28606

POSITION TITLE: RESOURCE COORDINATOR I **JG: 17**

LOCATION: RICHMOND COUNTY, SUPREME COURT

BASE SALARY: \$61,424 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelors Degree from an accredited college or university 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** Credentialed Alcoholism and Substance Abuse Counselor Trainee (CASAC-T) 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** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Resource Coordinators I report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators I are responsible for establishing and maintaining relationships with community partners and service providers; act as the courtroom representative for problem solving parts and units; prepare written reports, update computer programs and maintain case files. Resource Coordinators I may also perform other related duties.

ASSIGNMENT: This position will be assigned to Richmond County Supreme Court – Criminal and Civil terms. The Resource Coordinator I will develop treatment plans, determine intervention services, establish and maintain relationships with community partners and service providers, and make recommendations to the court. Duties include but are not limited to: preparing written reports; updating computer programs; maintaining case files on participants; and performing drug testing, clerical duties and other related duties. This position will also assist other problem-solving courts throughout Richmond County.

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

Kenneth Fay
Chief Clerk VI
Richmond County Supreme Court
26 Central Ave., Rm 139
Staten Island, NY 10301

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

POSTING DATE: July 22, 2026

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

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