



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 8612

POSITION TITLE: CASE TECHNICIAN

JG: 14

LOCATION: 8TH JUDICIAL DISTRICT
BUFFALO CITY DRUG COURT

BASE SALARY: \$51,923

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: A High School Diploma and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Case Technicians report to Case Managers and Resource Coordinators and work in problem solving parts. Case Technicians are responsible for providing technical and administrative support services to specialized parts. Case Technicians may also perform other related duties.

ASSIGNMENT: This position provides technical and administrative support to the Buffalo City Court Treatment Courts and Treatment Courts throughout the Eighth Judicial District. Duties include but are not limited to: conducting orientation of participants; preparing files for new cases; conducting court mandated drug testing using specialized equipment; assisting in conducting work readiness and life skills workshops; data entering participant information; and communicating with community service organizations. Travel throughout the district will be required.

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 8JDHRAApplications@nycourts.gov or by mail to:

SHION CHRISTIAN
HUMAN RESOURCES
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NY 14202

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

POSTING DATE: July 13, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 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.