

## **CRIMINAL JUSTICE INTAKE SPECIALIST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a paraprofessional position in a Public Defender's Office involving the performance of intake services. The incumbent is responsible for interviewing individuals to determine their eligibility and suitability for the services of the department. The incumbent may also respond to an individual's crisis by consulting with other professional staff when necessary. As a result of information learned during the intake interview the incumbent may inform other professional staff, of matter requiring immediate attention. Work is performed under the direct supervision of a higher level administrative employee. Supervision is not a function of the class.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Conducts intake interviews, both in the office and remote locations including correctional facilities, to determine an individual's eligibility for departmental services;
2. Creates a case file for all criminal/family court cases, including but not limited to opening and closing case files;
3. Calculates income and assets to determine eligibility for legal services;
4. Conducts in-depth factual interviews to establish the background of a case;
5. Records and keeps information on interviews and meetings with clients;
6. Answers questions concerning the department and related processes;
7. Utilizes the automated case management system (PDCMS) to perform essential job functions;
8. May assist in transporting clients to rehabilitation facilities;
9. May assist investigators in performing their assigned duties.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of interviewing procedures and practices;  
Working knowledge of the behavioral sciences;  
Ability to gather, compile, organize and evaluate information and records, prepare reports and make recommendation based on an analysis of data collected;  
Ability to learn Criminal Justice Laws and procedures;  
Ability to relate well with others under emotional stress;  
Ability to learn and use the Public Defender Computer Management Operating System (PDCMS);  
Ability to communicate, both orally and in writing;  
Good powers of observation and perception;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

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### **MINIMUM QUALIFICATIONS:**

- EITHER: (A) Completion of two years (60 credit hours) at a regionally accredited or New York State registered college or university;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and two years of full-time work experience involved in the provision of social welfare programs or investigations, or substantially similar work;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above;

### **SPECIAL REQUIREMENT**

Possession of a New York State Driver License at time of appointment.

PS9301

ADOPTED: 10/28/92

REVISED: 08/17/98, 07/18/13