

## **Notice of Job Opening**

**Position:** Domestic Violence Intake Specialist

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

**Department:** Police

**Number of Vacancies to be filled:**

**Rate of Pay:** \$42,384 annually

**Schedule:** 37.5 hours/week  
Monday-Friday

**Application Deadline:** **Until Filled**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**Background Check:**

**The City of Albany will conduct a thorough pre-employment background investigation as part of its consideration of candidates for employment.** Applicants must, upon request, provide documentation regarding their educational, employment, criminal, and driving records, and/or authorize the City to obtain those records. Applicants must also provide the necessary fees for the fingerprint processing. -- Background investigation results will be considered pursuant to Corrections Law Article 23-A as well as relevant federal law. A criminal conviction will not necessarily result in disqualification for employment. Rather, such factors as relationship to the job, age at the time of conviction, length of time since conviction(s), the seriousness and nature of the crime, and any rehabilitation will be considered.

## **DOMESTIC VIOLENCE INTAKE SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is under the immediate supervision of the Domestic Violence Case Coordinator. Duties include screening incoming cases both by phone and in person, assisting domestic violence victims in legal procedures such as securing Orders of Protection, referring victims to other community agencies for assistance and routing paperwork. This position involves consulting with domestic violence victims, assisting victims in crisis counseling and advocating for victims within the criminal justice system.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Meets with victims of domestic abuse and offers options and assistance for them and their children;
- Assists domestic violence victims with court actions and securing Orders of Protection;
- Available to police for assistance with victim for crisis counseling, shelter, etc.;
- Assists the Domestic Violence Case Coordinator and police with community presentations and training;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Working knowledge of federal, state and local programs and laws relating to domestic violence;
- Ability to work effectively with police personnel;
- Ability to counsel in crisis situations;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Criminal Justice or Human Services and one (1) year experience in social services system in working with domestic violence victims, private or public administration,  
**OR**

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- b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience in Criminal Justice or Human Services, two (2) of which must have involved in the social services system in working with domestic violence victims or involvement in government; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b).