



CITY OF ALBANY  
HUMAN RESOURCES  
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**PLEASE POST CONSPICUOUSLY**  
February 5, 2020

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Domestic Violence Intake Specialist**  
**Albany Police Department**

The **Albany Police Department** has one (1) vacancy for the position of **Domestic Violence Intake Specialist** at a rate of **\$37,205/year @ 40 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application to the City of Albany online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. on **Thursday, March 5, 2020.**

**EFFECTIVE 2/26/15 LOCAL LAW F – 2014**

***Section 62-1 of Chapter 62 of the Code of the City of Albany.***

*D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.*

**PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL**  
**THURSDAY, MARCH 5, 2020.**  
**An Equal Opportunity /Affirmative Action Employer**

## **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**

SEE REVERSE SIDE

- 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).