



DUTCHESS COUNTY
CLASS SPECIFICATION

**SUPERVISING CRIMINAL
JUSTICE INTAKE SPECIALIST**

DATE ADOPTED: 04/06/2021

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, assigning, and supervising the operational needs of the intake unit in the Public Defender's Office. The incumbent will also be responsible for overseeing and coordinating all the electronic Discovery files on criminal cases provided by the District Attorney/Law Enforcement. This position differs from Criminal Justice Intake Specialist by the more difficult and complex nature of assignments and independence allowed in carrying out the work. Work is performed under general supervision of a higher-administrator. Supervision is exercised over the work of Criminal Justice Intake Specialists and other subordinate staff.

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. Supervises and coordinates the daily operations of the intake unit in the Public Defender's office;
2. Assists in providing data analysis and performance/operation metrics in order to meet state and County reporting;
3. Assigns, delegates & manages daily workload to supervised Criminal Justice Intake Specialists;
4. Conducts intake interviews, both in the office and remote locations including correctional facilities, to determine an individual's eligibility for departmental services;
5. Creates a case file for all criminal/family court cases, including but not limited to opening and closing case files;
6. Calculates income and assets to determine eligibility for legal services;
7. Conducts in-depth factual interviews to establish the background of a case;
8. Records and keeps information on interviews and meetings with clients;
9. Advises, assists, and helps staff with conflict determination;
10. Answers questions concerning the department and related processes;
11. Assists the Chief Investigator with the daily operations of the Public Defender's Office which includes the building and coordination of the department vehicles;
12. Recruits, trains, and oversees college students for the undergraduate program when it comes to intakes and the distribution of work;
13. Develops and maintains Public Defender's digital case management system, including educating new staff on the system;
14. May assist in transporting clients to rehabilitation facilities;
15. May assist investigators in performing their assigned duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of interviewing procedures and practices;
Good 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, use and educate on the Public Defenders digital case management system;
Ability to communicate, both orally and in writing;
Ability to plan, assign and supervise the work of others;



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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.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor’s degree or completion of a 120 college credits;
- OR: (B) Associate’s degree or completion of sixty (60) college credits and two (2) years of full-time work experience conducting public defender eligibility interviews, investigations, or substantially similar work;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time work experience conducting public defender eligibility interview, investigations, or substantially similar work;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at the time of application, and to maintain the position.

OFFICIAL USE ONLY:

COUNTY BARGANING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
COUNTY GRADE: 13	COUNTY FLSA Code: OT Eligible
REVISION HISTORY:	