

PROBATION INTAKE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is paraprofessional work in the Probation Department involving the performance of intake services. The incumbent of this position is responsible for interviewing individuals to determine the eligibility and suitability of a complaint for petitioning to Family Court, and to ascertain whether the issue can be resolved without Family Court intervention. The incumbent may also respond to an individual's crisis, make referrals to a variety of social agencies and consult with professional probation staff when necessary. Work is performed under the direct supervision of a Probation Supervisor. Supervision is not a function of the class. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts intake interviews and develops information necessary to fill out petition for Family Court;
Conducts intake interviews with remanded inmates to determine eligibility for release without bail or with lowered bail;
Conducts intake interviews to determine suitability of an individual's case to determine type of petition to be forwarded to Family Court;
Answers questions concerning Family Court and related probation process;
Maintains contact with police agencies, child protective agencies, domestic violence advocates and other community resources;
Performs a variety of related duties as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of community social resources; working knowledge of the behavioral sciences; ability to learn Family Court laws and procedures; ability to deal with people under emotional stress; ability to communicate both orally and in writing; good judgment; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- a) Associate's degree or 60 college credit hours in social work; or
- b) Graduation from high school or possession of a comparable diploma and two (2) years of experience involving the direct delivery of social or emotional support services;
- c) An equivalent combination of training and experience indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.