

## SENIOR DOMESTIC VIOLENCE AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Chief of Bureau - District Attorney, an incumbent of this class is responsible for providing information and supportive services to victims and families of intra-family violence and/or child abuse in accordance with the requirements and procedures of the Domestic Violence Child Abuse Bureau. Supervision may be exercised over a small number of Domestic Violence Aides. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Receives complaints of alleged child/spousal abuse either directly from the Department of Social Services, a police department, a witness, family member, or other member of the public, or via a complaint hot-line from Albany;

Handles the more complex or difficult cases involving intra-family violence and uses such cases as training opportunities if time permits;

Maintains an automated log of all complaints of child/spousal abuse received, reviews information received on all complaints and decides whether there is a basis for further investigation;

Conducts preliminary investigations of child/spousal abuse by speaking with Social Caseworkers in the Department of Social Services, witnesses and/or family members, the victims involved, police officers, doctors or hospital staff; determines whether further investigation should be conducted by a criminal investigator before deciding whether to prosecute the alleged perpetrator(s) of the abuse;

Interviews victims of child/spousal abuse to evaluate the credibility and consistency of their statements and their emotional stability for the purpose of court appearances to give testimony and submit to cross-examination;

Monitors the Family Court cases involving child abuse to determine whether the District Attorney's office should file criminal charges, evaluate the credibility of witnesses, and to determine whether the District Attorney's office should utilize the Family Court records in those cases which are to be prosecuted;

Supports law enforcement personnel by providing them with technical assistance and advice in handling complaints;

Reviews case findings and discusses cases with the various Assistant District Attorneys in the local branch office, regarding case history and other relevant information, and documents files accordingly;

Maintains details logs and files of all complaints;

May assist in the supervision of Domestic Violence Aides by reviewing their findings and actions, and works with the Assistant District Attorney in determining the correct legal action;

Assists the Assistant District Attorney in the preparation of cases which go the grand jury or trial;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Takes written statements from victims, witnesses, police officers, etc. as appropriate;

Refers victims to other cooperating agencies providing supportive services;

Compiles statistics, case information, and prepares reports of unit activities to monitor program effectiveness;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed, such as answering phones, responding to inquiries from the public and preparing cases for court.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the office procedures and practices of the Domestic Violence Bureau; good knowledge of other cooperating agencies and resources supporting the bureau's Domestic Violence Prosecution Program; ability to respond effectively to crisis and stress situations without personal involvement; ability to identify information and data critical to cases; ability to establish and maintain effective working relationships; ability to follow complex oral or written instructions; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; emotional maturity; good judgment; resourcefulness; initiative; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree\* and three years experience providing direct services to clients in a community service, mental health, medical, legal or criminal justice setting, one of which the primary focus must have been in domestic violence or (b) Bachelor's Degree in criminal justice, human services or closely related field and two year experience as described in (a), one of which the primary focus must have been in domestic violence.

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

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

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J.C.: Non-Competitive†  
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Job Class Code: C1622  
Job Group: X