

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 08/10/16

FORENSIC EVALUATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work in the office of the Public Defender – Civil and Criminal Divisions involving responsibility to coordinate client referral to treatment and alternative programs, to assist in the monitoring of client progress in treatment, to prepare psycho/social evaluations of clients for attorneys’ use and review, and to provide a single point of entry to facilitate client entry into the appropriate problem solving courts. Under the direction of the Public Defender – Civil and Criminal Divisions and/or the direction of the Chief Trial Counsel or other designated department member, the employee exercises considerable judgment in obtaining, evaluating and coordinating information for a plan of action compliant with treatment mandates of the court to which the client is referred. Supervision is not normally a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews, monitors and assesses clients for referral to treatment courts to evaluate, formulate and implement an action plan compliant with the mandates of the treatment courts involved;

Coordinates treatment plans of clients, who are either pending in the courts or considered for referral to the courts, with their assigned assistant public defenders;

Evaluates clients to determine the extent of their mental, social, emotional, behavioral, developmental, and addictive disorders, conditions and disabilities;

Provides oral and/or written reports regarding findings including, but not limited to, explaining the psychological aspects of any illness, addiction or injury experienced by client resulting from illness, addiction or injury;

Assists in managing and coordinating the caseloads and clients to the assigned courts;

Investigates, researches, gathers documents and testifies in court hearings, trials or other proceedings regarding client histories of addiction, mental disorders or other conditions or disabilities that may cause a client’s behavioral dysfunction and involvement in the criminal justice or child welfare system;

Administers any tests and measures of psychosocial functioning, as appropriate;

Proposes appropriate treatment plans regarding clients with addictions or mental health problems;

Arranges and coordinates admission of clients to treatment facilities, when appropriate;

Monitors clients admitted to facilities to determine their compliance with treatment and court mandates;

Confers, when requested by assistant public defenders, with parties involved in a client’s criminal or child welfare proceeding, to explain aspects of a client’s addiction, mental or other disorder, including, if applicable, the treatment plan or facility recommended;

Assists in interviewing clients confined in various correctional facilities, within or without the County of Oneida and the State of New York;

Consults with, coordinates, receives direction from, prepares reports for, and cooperates with experts employed by or contracted with the Public Defender – Civil and Criminal Divisions.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of treatment techniques and facilities involving mental, social, emotional, behavioral, developmental, and addictive disorders, conditions and disabilities; good knowledge of the principles, methods and procedures for interviewing, monitoring and assessing clients for referral; good knowledge of court procedures, arraignments, bail, pretrial conferences and proceedings, offenses and sentencing; interviewing skills; good report writing and communication skills; ability to evaluate, formulate and implement a treatment plan; ability to gather, assemble, analyze and evaluate facts; ability to establish and maintain cooperative relations with court personnel and others; reliable.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work **AND** five (5) years of experience as an MSW dealing with alcohol, substance abuse and mental health issues, at least two (2) years of which were as a provider or as a representative of an agency actively participating in a forensic court unit (e.g., Drug Court, Mental Health Court, Integrated Domestic Violence Court, etc.); **OR**
- (B) A Credentialed Alcohol and Substance Abuse Counselor (CASAC) **AND** five (5) years of experience working as a CASAC working with alcohol, substance abuse and mental health issues which included at least three (3) years of experience with a provider **or** a Credentialed Alcohol and Substance Abuse Counselor (CASAC) **AND** five (5) years of experience working as a CASAC as a representative of an agency actively participating in a forensic court unit (e.g., Drug Court, Mental Health Court, Integrated Domestic Violence Court, etc.)

Adopted: 09/26/14
Revised: 08/20/15, 08/10/16