**CIVIL RIGHTS INVESTIGATOR – Local #17** **Office for Civil Rights**

**Salary:** $28.88 - $33.56 Hourly (Ordinance Title: Civil Rights Analyst)

**Unit/location**: Enforcement Unit / Central Building

The Office for Civil Rights is committed to creating and sustaining an organization free of institutional racism; successful candidates must demonstrate an understanding of the relationship of race, racism, and multiculturalism to their job function and their commitment to creating organizations free of racism.

**Primary Duties**: Investigate complaints of discrimination in employment, housing, public accommodations, contracting equity, and Paid Sick and Safe Time Ordinance, filed with the Seattle Office for Civil Rights (SOCR) under Seattle ordinances, and state and federal statutes. Under production requirements and with only general supervision, receive and investigate complaints of discrimination; plan case strategy; apply legal theories of discrimination; interview parties and witnesses; conduct fact-finding and resolution conferences; prepare witness statements and affidavits; collect and analyze documentary and other evidence; write findings of fact; negotiate predetermination settlements and conciliation agreements; perform training regarding discrimination laws and policies and paid sick and safe time; maintain case files, and manage a case load. The work product of the Enforcement Division is ultimately subject to judicial scrutiny and must meet procedural and technical standards to withstand challenge.

**Required Qualifications**: Knowledge of discrimination laws (Employment, Housing, and Public Accommodations) is required along with proficient use of written and spoken English, strong critical thinking and analytical skills, strong computer word processing ability, demonstrated ability to effectively manage stressful situations, ability to contribute positively to a diverse working environment.

A baccalaureate degree in humanities, public relations, social sciences, political science, law or a related field and one year of professional level experience in a public or private organization dealing with employment, housing or related issues involving discrimination are also requirements for this position. A combination of education, training and work experience may substitute for the baccalaureate degree requirement.

**Desired Qualifications:** Skills in Windows XP, Microsoft Office 2000 or later (Word, Access, PowerPoint, Excel). Spoken and written proficiency in a second language preferred. Experience investigating discrimination complaints. A contemporaneous writing exercise in English will be conducted for those candidates selected for an oral interview.

**How to Apply**: Applications completed online are preferred. See the City of Seattle’s website at [www.seattle/gov/personnel/employment/](http://www.seattle/gov/personnel/employment/). You may also pick up or drop off an application at the City of Seattle Personnel Department, Seattle Municipal Tower, 700 5th Avenue, Suite 5400, Seattle, 98104. Please provide all requested information on the application. Incomplete applications may have a bearing on their consideration.