

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

Job Title:	Civil Rights Intake Investigator
Job Number:	2013-00874
Salary:	\$28.88 - \$33.56 Hourly
Location:	Central Building, 810 3rd Ave., Seattle, Washington
Job Type:	Civil Service Exempt, Regular, Part-Time
Shift:	Day
Department:	Seattle Office for Civil Right
Bargaining Unit:	PTE, Local 17 - Professionals
Closing Date/Time:	Tue. 09/10/13 4:00 PM Pacific Time

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: Conduct intake interviews and gather information to determine if allegations meet the elements of discrimination or there is a possible violation of Seattle Paid Sick Time and Safe Time Ordinance (PSST) or Job Assistance Ordinance (JAO). Identify allegations of illegal discrimination or violations PSST or JAO that meet jurisdictional requirements and prima facie elements. Draft charges based on the information gathered and meet production requirements. Conduct respondent information search for party notification and other intake duties as assigned. Process signed charges for case investigation. Work may require conducting training regarding discrimination laws, PSST and JAO.

Provides information to customers regarding illegal discrimination in employment, housing, public accommodations, and contracting and violations of the PSST and the JAO (effective November 1, 2013).

The work product of the Enforcement Division is ultimately subject to judicial scrutiny and must meet procedural and technical standards in accordance with HUD and EEOC regulations.

Required Qualifications: Knowledge of discrimination laws (Employment, Housing, and Public Accommodations), PSST, and JAO 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 in working with diverse customers over the phone, in-person, and by mail. Must be detail oriented, have strong communication skills, and ability to identify potential discrimination or violations of PSST and JAO and summarize the information in order to investigate the complaint. Conduct computer research to gather contact information to notify respondents to a charge. 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/. 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.