

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Investigator</b>	Department:	Metropolitan Human Relations
Requisition Number:	2023198		
Hours:	Monday & Tuesday 7:30 a.m. – 6:00 p.m., Wednesday & Thursday 7:30 a.m. – 4:30 p.m., Friday 8:00 a.m. – 12:00 p.m	Rate of Pay:	\$51,840.60 Annually
Date Posted Up:	5/25/2023	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

**SUMMARY**

Investigator works under the Executive Director and administers and enforces both local and federal anti-discrimination legislation to address, eliminate, and rectify discrimination in employment, education, public accommodation and housing. Investigator conducts investigative work regarding complaints filed with the Metropolitan Human Relations Commission (“Commission”); including but not limited to interviewing complainants, respondents, and witnesses, drafting charges, drafting legal analysis, reviewing related legal decisions, performing conciliatory work and all other related tasks. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Manages a continuous case load and is required to meet a quota on cases completed per designated measurement period;
- Applies a full range of investigative techniques necessary to completely investigate a case;
- Conducts intake interviewing, via telephone and in person to determine whether complainant has a legal claim within the Commission's jurisdiction;
- Drafts charges to be filed with Equal Employment Opportunity Commission (“EEOC”) and the Department of Housing and Urban Development (“HUD”);
- Enters charge related information into the EEOC and HUD case management systems;
- Prepares a detailed investigative plan for each charge within their caseload which requires a legal analysis of the claim;
- Analyzes all charges within their caseload to determine which witnesses are relevant and prepares relevant questions to ask each witness;
- Determines during the investigation the need to interview complainants, respondents, and witnesses and conducts those interviews as legally warranted;
- Compiles a comprehensive investigative report of all evidence examined and reason for obtaining such evidence;
- Writes a legal summary of the investigation using the prima facie elements established by the Courts that is submitted to the Commission and/or the EEOC or HUD;
- Prepares a detailed mediation/conciliation plan for those cases set for mediation/conciliation;
- Conducts mediations/conciliations;
- Conducts education and outreach training to organizations, business entities and individuals as required and sometimes outside of regular working hours;

- Maintains files and logs of all telephone calls and documentation concerning discrimination cases;
- Performs job in a professional and thorough manner in order to adequately investigate all cases brought to the Commission;
- Maintains and manages relationships between complainants, respondents, and attorneys;
- Issues subpoenas for witnesses and documentation that is necessary for the investigation of charges;
- Administers oaths and affirmations when interviewing relevant witnesses;
- Conducts conferences for the settlement or simplification of the issues by consent of the parties;
- Keeps abreast of all new laws and cases concerning discrimination and civil rights;
- Conciliates individuals and/or groups;
- Understands and applies new developments in the area of civil rights.

### **MARGINAL FUNCTIONS**

- Refers individuals to other agencies and/or attorneys when the Commission does not have jurisdiction.
- Performs other duties as required.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's Degree or four years of experience in conducting legal investigations or four years of experience in the area of civil rights.
- Background in law or paralegal studies is desired but not required.

### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Executes a high degree of confidentiality in all aspects of the work;
- Communicates effectively both orally and in writing;
- Specialized knowledge of the principles, purposes, practices and objectives of civil rights laws, including but not limited to Title VII of the Civil Rights Act of 1964, as amended, Fair Housing Act, as amended, Americans With Disabilities Act Amendments Act of 2008, and the Fort Wayne City Ordinance G-21-78 and G-33-92;
- Analytical ability necessary to clarify and define the issues;
- Ability to travel out of state occasionally to mandatory seminars and training conferences;
- Ability to express oneself clearly and concisely, orally and in writing. Individual will be required to submit a writing sample;
- Ability to spot legal issues as they pertain to unlawful discrimination.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret governmental regulations. Ability to concisely write reports, legal analysis, and business correspondence. Ability to effectively present information and respond to questions from the Commissioners, government officials, employers, housing providers, business owners, managers, and the general public. Individual will be required to make a presentation during the interview process.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic statistics.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, draw valid conclusions and attempt reconciliation. Individual investigates matters of considerable impact and must routinely deal with emotional and possibly uncooperative individuals.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License if City vehicle is used.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is moderate. The job generates a great amount of stress due to the nature of the work performed.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.