

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Staff Counsel	Department:	Metropolitan Human Relations
Requisition Number:	2017159		
Hours:	7:30 a.m. – 6:00 p.m. (Mon & Tues), 7:30 a.m. – 4:30 p.m. (Wed. & Thurs.) & 8:00 a.m. – 12:00 p.m. (Friday), may vary depending on need	Rate of Pay:	\$63,161.18 - \$65,161.18 annually
Date Posted Up:	8/24/17	Date Posted Down:	Until Filled
Time Up:	12:30 p.m.	Time Down:	

SUMMARY

Working under the direction of the Executive Director, incumbent administers and enforces anti-discrimination legislation and conducts educational presentations to eliminate discrimination in employment, education, public accommodation and housing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides legal advice and counsel to the Director, staff, and Commissioners;
- Conducts public hearings, appeal hearings, and fact-finding conferences on cases pending before the Commission;
- Provides and assists in legal representation of the Commission in matters pending before judicial tribunals;
- Conducts legal research and writing for and on behalf of the Commission;
- Provides overall supervision of cases pending before the Commission;
- Conducts investigative work regarding complaints filed with the Metropolitan Human Relations Commission, including interviewing complainants and respondents, drafting charges, reviewing related legal decisions, performing conciliatory work and all other related tasks;
- Maintains files and logs of all telephone calls and documentation concerning discrimination cases;
- Participates in numerous staff meetings held for various purposes;
- Maintains continuous case load and is required to meet quota on cases completed per month;
- Performs job in a professional, thorough and confidential manner in order to adequately investigate all cases brought to the Commission;
- Keeps abreast of all new laws and cases concerning discrimination and civil rights;
- Expresses oneself clearly and concisely, orally and in writing;
- Conciliates individuals and or groups;
- Facilitates the timely resolution of “Probable Cause” cases, by coordinating hearings or facilitating settlements.

MARGINAL FUNCTIONS:

- Presents education seminars to business, government and community groups relative to discrimination;
- Acts as a liaison between the Commission and the local bar
- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES

Incumbent bears some supervisory responsibilities over staff, but answers directly to the Executive Director. The scope of incumbent’s supervision will be defined and enlarged in accordance with incumbent’s overall supervisory experience.

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

- Incumbent must have a law degree from an accredited law school, a licensed attorney or must be admitted to the bar of the state of Indiana within one year from the date of hire, and have some experience in civil rights investigation, prosecution, or research work;
- Specialized knowledge of the principles, purposes, practices and objectives of civil rights laws, including, but not limited to Title VII and Title VIII;
- Ability to apply a full range of investigative techniques necessary to completely investigate a case;
- Analytical ability necessary to clarify and define the issues;
- Ability to understand and apply new developments in the area of civil rights;
- Multiple language skills helpful.

LANGUAGE SKILLS

Ability to read, analyze, and interpret governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Incumbent must select generally accepted pertinent laws and guidelines, interpret, analyze and define the issues, litigate the issues, prepare legal memoranda, and attempt conciliation. Incumbent encounters a wide range of contacts including private citizens, representatives of business, attorneys and governmental agencies. These contacts involve non-routine cooperative problem solving requiring discussion and persuasion to arrive at a conciliatory agreement between all involved parties.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Incumbent must effectively apply legal principles, rules and procedures to adequately process cases and issues. Incumbent must effectively apply standard investigative techniques to adequately investigate all aspects of each case. Incumbent receives directions from the Executive Director as to the purpose of the work and must participate in investigative sessions to review cases and ensure all necessary information is included in the case files. The investigative session acts as a review of incumbent's work and allows incumbent and the Director an opportunity to discuss unusual problems and/or deviations from normal procedure. Incumbent is expected to execute a high degree of confidentiality. Incumbent investigates matters of considerable importance and must routinely deal with emotional and possibly uncooperative individuals/groups.

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 and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. While performing the duties of this job the incumbent is seated or walking at will and has limited physical labor. The job generates a great deal of stress due to the nature of the work performed.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

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.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human

Resources Department computer kiosks located at Citizen's Square, 1st 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. 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.