

ORANGE COUNTY CLASS SPECIFICATION

TITLE: HUMAN RIGHTS ASSISTANT **GRADE:** 12

TITLE ABBREVIATION: HUMAN RIGHTS ASST **TITLE NO.:** 6423

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: HUMAN RIGHTS COMMISSION **DIVISION:**

SUPERVISOR'S TITLE: HUMAN RIGHTS COMMISSION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the receipt and processing of complaints regarding violation of the New York State Human Rights Law, including interviewing complainants and witnesses, analyzing data, and making recommendations for resolution. The work also involves clerical and office management duties and responsibilities. The work is carried out according to policies and procedures as defined by NY State Human Rights Law and the Orange County Human Rights Commission. General supervision is received from the Executive Director, with some leeway allowed for independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs case intakes and analyzes information received;
2. Investigates complaints of discrimination by interviewing complainant, witnesses, and other individuals as required;
3. Gathers, coordinates and analyzes all relevant data; makes recommendation of mediation/solution;
4. Prepares written reports of investigative activities;
5. Performs office management duties including appointment arrangement, file maintenance, client reception, form design and preparation;
6. Composes and produces correspondence and various reports;
7. Performs functions of accounts payable and receivable, payroll preparation, supply ordering;
8. May represent Commission at seminars, conferences, and public meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of New York State Human Rights Law; good knowledge of effective investigative techniques; good knowledge of current trends and developments in the field of Human Rights; working knowledge of community agencies and organizations; skill in public relations techniques; ability to communicate effectively, both orally and in writing; ability to understand and interpret written and oral instructions; ability to prepare accurate and timely reports; ability to effectively operate office equipment and machinery; patience; tact; diplomacy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Completion of 60 credits from a regionally accredited or New York State registered college or university and two (2) years of investigative or interviewing experience; OR
- B. Graduation from High School or possession of a high school equivalency diploma and four (4) years of experience as described above; OR
- C. Any equivalent combination of training and experience as defined by the limits of A, B, and C.

ADOPTED: 10/7/93
REVISED: 11/24/93 lc
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EEO CODE UPDATE: 7/19/12