



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MAY 20, 2016

CLOSING DATE: JUNE 6, 2016

TITLE: INVESTIGATOR/OFFICE COORDINATOR

GRADE: P-I

DEPARTMENT: HUMAN RELATIONS COMMISSION

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$14.53/HOUR; \$28,334/YEAR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Bachelor's Degree

DUTIES AND RESPONSIBILITIES:

- Interviews witnesses to alleged discriminatory practices. Develops a comprehensive critical mass of evidence that enables the Director to make an evaluation of the merits of the complainant's discrimination complaint.
- Analyzes evidence in discrimination cases that are filed with the Commission.
- Conducts formal on-site evaluations of the entity, if applicable.
- Exercises a neutral, non-biased investigation.
- Coordinates office activities and operations, and performs other office duties as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the policies and procedures of the Commission
- Basic knowledge of Federal, State, and local laws involving discrimination and their application to housing and employment
- Ability to exercise a high degree of confidentiality, tact, and diplomacy.
- Ability to analyze information and communicate clearly and concisely both orally and in writing.
- Ability to work independently and to stay on task.