This position primarily involves the day-to-day investigative work in the Human Rights Department for the County of Rockland. The functions of this position include but are not limited to reviewing, investigating, conducting interviews and reporting on potential human rights violations. Specific areas of focus are on employment, housing, public accommodations, etc. Familiarity with current trends, problems, and developments in the field of human rights and inter-group relations is preferred.

**WORK DESCRIPTION (including but not limited to):**

- Investigates alleged acts of discrimination in employment, housing or public accommodation, including interrogation of respondents and available witnesses;
- Receives complaints and interviews complainants alleging discriminatory practices;
- Prepares formal complaints, including the memorandum accompanying the complaint, case control worksheets, assignment of local case identification numbers, and similar case documents;
- Conducts special emergency investigations of acute priority where complainant will suffer undue hardships by reason of any delay as, for example, a housing accommodation desired by the complainant has not yet been sold or rented to another individual;
- Reviews methods, strategy and tactics to be utilized in carrying out investigations with others, as required;
- Prepares comprehensive reports on investigative findings and makes revisions to include additional information as necessary;
- Attends hearings and conferences (i.e. on behalf of the Commissioner) and prepares conference reports or conducts conferences;
- Prepares a variety of reports, memoranda and correspondence;
- Performs other related duties as required by a supervisor;
- May represent the department at meetings, seminars, forums, etc.

**REQUIRED QUALIFICATIONS:**
Bachelor's degree or higher and one (1) year of either:

(a) One (1) year of work experience that substantially involved interviewing or investigative experience; or

(b) One (1) year of administrative or professional-level experience that substantially involved responsibility* for an affirmative action program, human rights related function involving disadvantaged and/or minority population, or the processing of fair housing and employment cases and/or employment discrimination cases.

*Responsibility, as used in “responsibility for a program” or related shall be defined as making decisions with significant and broad consequences and being accountable for the program’s procedures and work products or services resulting from such program.

“Responsibility” should also include one or more of the following: developing procedures and program goals, ensuring compliance with administrative guidelines and regulations governing the program, and evaluating program effectiveness. These duties are considered to be distinctly different from those that typify individuals involved primarily in the delivery of service. “Responsibility” for a program does not mean responsibility for doing one’s job, in general, or responsibility for any single task associated with the development and/or implementation of a program.

**SALARY AND BENEFITS:**
Competitive salary and benefits which include medical, dental, vision, deferred compensation and membership in the NYS retirement system

If interested in the position, please email your resume, cover letter and resume to: fraziec@co.rockland.ny.us