

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Civil Rights Specialist 6		<b>Class Code:</b> 002CD6
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> PAT 6	<b>Effective Date:</b> 6/7/13
	<b>Summary:</b> Incumbent serves as an assistant to the Civil Rights Specialist 3 and other staff by performing a variety of technical or program tasks. Position works within the Indiana Civil Rights Commission (ICRC).		

**Duties:**

- Sorts and processes complaints received by mail and fax;
- Formalizes complaints to begin the investigative process, assigns docket number(s) and makes all required Information Technology (IT) data entries;
- Reviews jurisdictional issues and consults with the Civil Rights Specialist 3 or Program Director;
- Sends Notice of Complaints and interrogatories to relevant parties with appropriate information via certified or regular mail;
- Coordinates the processing of charges from local and federal agencies;
- Processes case closings and prepares closed cases for storage and archives;
- Maintains accurate case file data in appropriate databases;
- Processes and distributes mail on a daily basis;
- Performs amendments to complaints when necessary;
- Receives, files, dates and copies responses from Complainants and Respondents;
- Assist members of the public in filing complaints of discrimination with the ICRC;
- Answers written, phone or online inquiries regarding the filing of complaints;
- Performs a basic jurisdiction search;
- Performs related duties as required.

**Job Requirements:**

- Working knowledge of the Indiana Civil Rights Law and Federal Civil Rights Laws and the ability to interpret and apply these laws in any given situation;
- Working knowledge of and the ability to interpret and apply Commission policies and procedures as they relate to specific charges of discrimination filed with the commission;
- Working knowledge of mathematical and statistical principles;
- Working knowledge of computers;
- Ability to analyze data relevant to areas covered by the Indiana Civil Rights Law;
- Ability to communicate with employees, employee groups, employers, attorneys, educational institutions, complainants, respondents and witnesses;
- Ability to maintain confidentiality.

**Difficulty of Work:**

Incumbent works with a wide variety of relatively standardized tasks. Individual cases are involved and complex but are normally covered by policies and procedures.

**Responsibility:**

Incumbent receives individual assignments with desired results indicated or implied because of the standardized nature of the task. Routine work is checked upon completion for technical soundness and supervisor checks any deviation from policy and procedure before action is taken.

**Personal Work Relationships:**

Incumbent works with agency staff, persons from other agencies and the general public to explain and interpret program policy and practices.