



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

Job Description

CIVIL SERVICE TITLE: COMMUNITY ASSOCIATE	LEVEL: 00
TITLE CODE NO: 56057	SALARY: \$34,644 - \$ 57,655
OFFICE TITLE: COMMUNITY ASSOCIATE	WORK 100 GOLD STREET, SUITE 4600, NEW YORK, NY 10038
HOURS/SHIFT: 9 A.M. – 5 P.M.; ON OCCASION CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION	

The Commission on Human Rights (the Commission) is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation and other violations of the NYCHRL. The Commission’s Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

The Commission is seeking to hire a qualified Community Associate to serve in LEB.

Job Description:

- Prepare and process forms and papers related to LEB investigations and litigation, such as complaints, subpoenas, requests for information, and notices of closure.
- Collect, assemble and review routine data to support investigations and litigation.
- Serve as a reader and perform associated paralegal duties, including preparing documents, data entry, and file management for a blind attorney.
- Provide legal research and daily administrative support for attorneys, including reception duties, mail and correspondence, and docketing and service of complaints.
- Perform data entry, make and answer calls, generate letters, emails, and otherwise facilitate communication with members of the public, employees of other city

agencies, court clerks and other individuals.

- Enter/update/retrieve information on several electronic information storage systems in order to facilitate agency operations.
- Assist in compiling and reviewing background data in accordance with agency reporting requirements.
- Maintain an organized, retrievable filing system.
- Perform all duties as needed to advance the work of LEB.

Qualification Requirements

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1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;
or
2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

- Strong relationships with organizations and groups serving diverse communities in the City and experience working with some of the following people and communities: immigrants; people of color; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with disabilities; people with accommodations issues related to pregnancy, disability or religion; and people with criminal or arrest histories.
- Fluency in a language other than English, preferably one common in New York City.
- Well-organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- Excellent attention to detail.
- Strong oral and written communication skills.
- Strong people skills and leadership skills.
- Familiarity with the NYCHRL.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID #: 239549

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #: 239549

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED, SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.

****NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. ****

New York City Residency is Required Within 90 Days of Appointment.

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN
EQUAL OPPORTUNITY EMPLOYER**

POST DATE:

POST UNTIL FILLED: