



# JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b> N/A		
<b>Agency:</b> Indiana Civil Rights Commission		<b>BU:</b> 00258
<b>Division:</b> Employment / REPACE		<b>Section/District:</b>
<b>Job Title:</b> Employment/REPACE Investigative Intern (Job Opening #577623)		<b>Job Code:</b> N/A
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Marco Deckard / Henrietta Poindexter		
<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b>

### Purpose of Position/Summary:

The Indiana Civil Rights Commission will provide Governor’s Public Service Summer Internship participants with various opportunities to participate in the administration and management of the Agency. In this position, the intern will be shared with the Employment Unit and the REPACE Unit and will perform a variety of technical tasks. The intern will work closely with case investigators toward resolution of cases of discrimination in all areas; as well as attending meetings, forums, and participating in training opportunities in the Civil Rights arena. The intern will have opportunities to work closely with staff in other units of the Agency in order to increase his/her knowledge and awareness of the civil rights investigative process.

### Essential Duties/Responsibilities:

Specific Duties:

• The intern will work closely with case investigators toward resolution of cases of discrimination in all areas; as well as attending meetings, forums, and participating in training opportunities in the Civil Rights arena. The intern will have opportunities to work closely with staff in other units of the Agency in order to increase his/her knowledge and awareness of the civil rights investigative process. The intern will work closely with Investigators to learn the following tasks:

1. Securing and analyzing data relevant to areas covered by the Indiana Civil Rights law including employment, housing, credit, public accommodation, and education.
2. Conducting investigations
3. Counseling persons who make an inquiry at the Commission office regarding civil rights complaints and to assist them in filing a complaint
4. Interpreting and applying the Indiana Civil Rights Law, Commission rules and regulations, U.S. Department of Housing and Urban Development (HUD and EEOC rules and regulations), court decisions falling within the area of Civil Rights
5. Maintaining confidentiality

### Job Requirements:

To be considered for this position you must be currently enrolled in an accredited college or university and have completed at least one full year of college level education.

### Supervisory Responsibilities/Direct Reports:

None

### Difficulty of Work:

Incumbent considers a wide variety of factors and variables in analyzing conflicting aspects of civil rights complaints. Judgment is utilized in the selection of appropriate laws, regulations and court decisions in recommending appropriate disposition of the charge. Work involves gathering and analyzing data relating to charges of violation of the Indiana Civil Rights Law and Title 7 of the Federal Civil Rights Law.

### Responsibility:

Incumbent reviews each case assigned, applying standardized regulations and procedures. Any deviation from these guidelines is referred to the supervisor for a decision. Instructions are general in

nature and anticipated, unusual problems are discussed. Incumbent may, in the absence of the supervisor, make timely judgments as needed. Work is reviewed for technical accuracy and adherence to instructions.

**Personal Work Relationships:**

Incumbent works with departmental staff, attorneys, employers, educational institutions, complainants and witness in attempting to negotiate terms of settlement of cases involving alleged violations of the Indiana Civil Rights Law.

**Physical Effort:**

**Working Conditions:**

General office environment



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<b>Employee Name:</b> N/A		
<b>Agency:</b> Indiana Civil Rights Commission		<b>BU:</b> 00258
<b>Division:</b> Intake / Case Management		<b>Section/District:</b>
<b>Job Title:</b> Intake / Case Management Summer Intern (Job Opening #577625)		<b>Job Code:</b> N/A
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Melissa Deering		
<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b>

### Purpose of Position/Summary:

The Indiana Civil Rights Commission will provide Governor’s Public Service Summer Internship participants with various opportunities to participate in the administration and management of the Agency. The intern will work closely with the Intake specialists to formalize complaints to begin the investigative process, assign docket number(s) and make all required IT data entries; as well as attending meetings, forums, and participating in training opportunities in the Civil Rights arena. The intern will have opportunities to work closely with staff in other units of the Agency in order to increase his/her knowledge and awareness of the civil rights investigative process.

### Essential Duties/Responsibilities:

Specific Duties: The intern will work closely with Civil Rights Specialist to learn the following tasks:

1. Receive intake inquiries by phone, mail, walk-in, or web
2. Draft complaints received
3. Input data into databases – IMS and TEAPOTS
4. Processing cases for closure, including entering data into databases
5. Creating and maintaining case files
6. Creating and sending letters to parties
7. Preparing cases for payment from EEOC
8. Update our state storage document
9. Prepare cases for storage
10. Respond to and create files for public information requests
11. Ready closed cases for storage

### Job Requirements:

To be considered for this position you must be currently enrolled in an accredited college or university and have completed at least one full year of college level education.

### Supervisory Responsibilities/Direct Reports:

None

### 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 the norm 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.

### Physical Effort:

May need to lift 10-15 lbs.

**Working Conditions:**

General office environment