

FAIR HOUSING OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The City of Albany is committed to safeguarding all individuals in the City from discrimination in any aspect relating to the sale, rental, or financing of dwellings or in the provision of brokerage services or facilities in connection with the sale or rental of a dwelling because of that individual's race, color, religion, sex, disability or handicap, familial status, or national origin. The City of Albany works to provide training, enforcement, public information, education, and engages in outreach activities. Under general supervision, the incumbent performs the full range of investigative functions of highly complex and sensitive cases involving allegations of unlawful discrimination in housing arising under the jurisdiction of the City of Albany Fair Housing Office.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Analyzes evidence gathered in light of applicable statutes and case law
- Makes recommendation to executive management regarding proper disposition of cases.
- Prepares cases for administrative sanction, indictment and/or prosecution when applicable.
- Performs administrative investigations,
- Prepares written documentation of investigations and case disposition
- Testifies in civil trials and/or administrative hearings as needed
- Acts as a mediator/conciliator to promote alternative dispute resolution
- Ensures compliance with the City of Albany Inclusionary Housing Ordinance, good cause eviction ordinance and other affordable housing programs
- Conducts training seminars and classes to educate consumers and/or regulated industry personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of federal, state and local laws pertaining to housing discrimination
- Knowledge of fair housing instruction, fair housing complaint investigation, and/or governmental or private fair housing program administration
- Thorough knowledge of local and state laws and the established precedents and sources of legal reference involved;
- Skill in preparing and trying cases;
- Ability to organize, interpret and apply legal principles and knowledge to the particular circumstances;
- Ability to meet and effectively deal with persons interested in legal matters under consideration;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position
- Develop and implement strategies to integrate technology into multiple business areas
- Intermediate level skill in the use of MS Word, Excel, Access, Outlook, and PowerPoint computer application software

- Ability to write clearly and concisely using correct spelling and grammar
- Ability to effectively communicate thoughts, ideas and facts orally
- Ability to read, interpret, comprehend interpret, and apply advanced written materials for practical business purposes (e.g. laws, regulations and policies)
- Skill in composing correspondence, writing technical reports, and writing investigative summaries
- Skill in conducting research using multiple processes to collect and evaluate information
- Skill in evaluating options and deciding on the best course of action to meet objectives
- Ability to simplify complex information
- Ability to prioritize tasks
- Skill in project management
- Skill in categorizing or sequencing tasks to increase efficiency
- Commitment to providing excellent customer service to internal and external customers
- Ability to analyze a customer's request, evaluate issues, determine the correct course of action, and follow through to ensure customer satisfaction
- Bilingual or Multilingual abilities preferred

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of experience working in the areas of law, education social work, public health, housing, public policy or related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of experience working in the areas of law, education social work, public health, housing, public policy or related field; **OR**
- C. Graduation from high school or possession of an equivalency diploma and five (5) years of experience working in the areas of law, education social work, public health, housing, public policy or related field; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A) through (D) above.

SPECIAL NOTE:

- Graduation from law school with an LL.B* or J.D.* degree will substitute one (1) year of experience.
- Preference may be given to a candidate with experience in the practice of civil law. Experience in housing law preferred.
- Possession of a license to practice law in the State of New York