



CIVIL RIGHTS TECHNICIAN

JC: HF-205
PG: OT

PC: 036
BU: 09
August 2002

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs technical duties and provides responsible office assistance in support of affirmative action, equal employment opportunity or activities; and performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is a bridging class between the office support classes and the professional affirmative action analyst series. While much of the work is clerical in nature, the incumbent performs some technical and project work and learns to perform analyses and studies at a professional level on a training basis.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Gathers data, enters information into an on-line computer system, and prepares, reviews and reconciles reports regarding work force utilization, applicant flow and similar matters.
2. Coordinates the Summer Youth Employment Program, performs such duties as preparing correspondence and arranging for appropriate work sites, contacting and arranging cooperation of other public agencies and community groups, and arranging for program orientation and opening and closing activities.
3. Tracks interview processes and other selection activities.
4. Researches files and other sources and prepares a variety of written and statistical reports as requested.
5. Organizes work, sets priorities and follows-up to ensure coordination and completion of assigned work.
6. Makes arithmetic or statistical calculations.
7. Provides information to the public or to District staff that may require the use of judgment and the interpretation of policies, rules and procedures.

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8. Organizes and maintains various files.
9. Types correspondence, reports and forms from drafts, notes or brief instructions, using a typewriter or word processor.
10. Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.
11. Receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call.
12. Operates standard office equipment.

QUALIFICATIONS

Knowledge of:

- Basic principles of affirmative action and equal employment opportunity
- Office management practices and procedures, including filing and the operation of standard office equipment
- The proper form for typed materials
- Business arithmetic, including percentages and decimals
- Correct English usage, including spelling, grammar and punctuation
- Basic business data processing principles and the use of on-line computer equipment

Skill in:

- Maintaining and verifying accurate statistical records and reports
- Researching and summarizing various materials
- Organizing, prioritizing and coordinating work activities
- Reading and interpreting rules, policies and procedures
- Organizing, researching and maintaining office files
- Making arithmetic calculations with speed and accuracy
- Composing routine correspondence from brief instructions
- Using initiative and sound independent judgment within established guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Operating standard office equipment including a word processor and centralized telephone equipment
- Typing accurately at a rate of 50 net words per minute from printed copy
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MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED, or recognized equivalent.

College or business school course work in office administration and experience which will have provided a familiarity with affirmative action concepts and terminology is desirable.

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Experience:

Four (4) years of (full-time equivalent) verifiable general clerical or office assistant experience.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: TBD

Census Code: TBD

Safety Sensitive: TBD