

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
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OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: June 25, 2015
No: M10-15

CLASSIFICATION
FAIR HOUSING EDUCATION/INTAKE SPECIALIST
(Fair Housing)

STARTING SALARY
\$29,500 - \$33,150

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, or an open application may be printed from www.cantonohio.gov by clicking on "City Services", "Civil Service" and then "View City Jobs". Application must be on file **no later than Friday, July 10, 2015 at 4:00 p.m.** Applicants MUST submit a copy of their valid driver's license, a current detailed resume, unofficial college transcripts and any other documentation pertaining to this position.

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702

SCOPE: The examination will consist of an oral interview approximately 15 – 20 minutes in length. The interview will measure communication skills, experience base, knowledge of fair housing and other related areas.

SHOULD TEN OR FEWER QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, APPLICANTS WILL NOT TAKE AN EXAMINATION, BUT WILL BE PLACED ON AN ELIGIBILITY LIST IN ACCORDANCE WITH THEIR APPLICATION FILING DATE.

SHOULD MORE THAN TEN QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, THOSE APPLICANTS WILL RECEIVE DETAILS CONCERNING THE EXAMINATION AT A LATER DATE.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from an accredited four (4) year college or university plus one (1) year of full-time experience in a comparable position; or any combination of experience and training which provides the required knowledge, skills, and abilities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Fair Housing and landlord tenant laws and legal process. Knowledge of tenant/landlord issues and related laws. Skill in oral and written communications. Skill in planning and organizing. Skill in handling multiple tasks and prioritizing. Ability to keep records and maintain files. Ability to operate personal computer and database software. Ability to establish and maintain good working relationship with all levels of management, city officials and members of the public. Working knowledge of the principles and practices of Fair Housing and landlord/tenant laws and regulations. Ability to prepare reports, perform research, and interpret fair housing regulations and laws. Must possess a valid Ohio driver's license.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position of employment being examined for has been declared as "safety sensitive". Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

Fair Housing Education/Intake Specialist

******IMPORTANT NOTICE TO VETERANS******

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

EDUCATION BONUS

Applicants who have completed an Associate's Degree in any area and provide their degree will receive 5% additional credit, provided they make a passing score.

Applicants who have completed their Bachelor's Degree in any area and provide their degree will receive 10% additional credit, provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of one (1) year and preference will be given in accordance with your final rating.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

DUTIES

The Fair Housing Education/Intake Specialist performs duties related to the intake, screening of Fair Housing complaints, in addition to partnering with community agencies to provide Fair Housing training to social service staffs, community members, and local organizations. The individual in this position reports to the Fair Housing Manager. Examples of work include the following: Interprets Federal, State, and Local laws/ordinances concerning discrimination in housing; receives phone inquiries or walk-in complaints of discrimination in housing; conducts intake interviews with individuals for possible fair housing discrimination assistance; conducts non-testing investigations of bona fide and systemic complaints from intakes received; assists with data entry and site visits during Fair Housing investigations, and with the assigning and debriefing of testers in accordance with established testing protocols; compiles and analyzes complaints and other available data regarding discrimination to identify potential trends or problem areas, and provides recommendations to management for preventative and/or corrective action; provides in-depth Fair Housing training through partnership grant to community and specific populations; maintains confidentiality during the course of complaints and intake; assists the Fair Housing Manager and Fair Housing Investigator with gathering facts from various sources and in the preparation of various programs, projects, contracts, and reports for the department; counsels individuals on the landlord/tenant and Fair Housing laws; leads the development of educational programs and workshops; interviews complainants, respondents, and witnesses pertaining to cases; prepares logs, interprets landlord/tenant issues and laws, and performs related research; monitors Fair Housing conditions and obligations and reports findings to the Fair Housing Manager; reports complaints and problems to Fair Housing Director for necessary actions; maintains accurate records on commission reports as necessary; attends seminars and workshops to keep apprised of the laws and regulations affecting fair housing; other related duties as assigned.