Human Relations Officer I
Missouri Commission on Human Rights
111 N. 7th Street, Suite 903
Annual Salary: $40,408 - $51,808
Posted Until Filled

The Department of Labor has a Human Relations Officer I position available and is looking for an enthusiastic and customer-service driven applicant with excellent communication skills to join our team! The Missouri Commissions on Human Rights is an inclusive and dynamic culture, which pursues continuous improvement through knowledge and collaboration.

Key Responsibilities:
• Investigates complaints of alleged discrimination in employment, housing, and/or public accommodations for the Missouri Commission on Human Rights (MCHR).
• Prepares investigative plans, interviews parties and witnesses, and prepares interrogatories.
• Conducts onsite visits to respondents’ places of business and field tests in housing, employment, or public accommodation cases.
• Conducts fact-finding conferences involving complainants, respondents, attorneys, and/or witnesses.
• Prepares investigative reports and preliminary determinations; researches all information related to an investigation.
• Exercises initiative and independence within established guidelines; receives general administrative direction.

Qualifications, Key Skills, and Knowledge:
• One or more years of experience as a Human Relations Technician with the State of Missouri OR A Bachelor’s degree from an accredited college or university with a minimum of 15 earned credit hours in: Public, Business or Personnel Administration, Social Sciences, or a closely related field; AND, one or more years of professional, technical or consultative experience in human relations, personnel admin., recruitment & selections, employee grievance, equal employment or other investigations.
• Ability to interpret, explain, and apply civil rights statutes and regulations.
• Ability to conduct interviews, investigations, and fact-finding conferences;
• Ability to develop and maintain effective working relationships.
• Intermediate knowledge of federal and state civil rights laws, statutes, and regulations.
• Intermediate knowledge of the principles and techniques of investigation, interviewing, and negotiation.
• Intermediate knowledge of current social, economic, and related areas pertaining to the field of human relations.
• Intermediate knowledge of individual and group behavior, with special emphasis on cultural diversity and attitudes involved in racial or ethnic relations.

To apply visit: mocareers.mo.com