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Tennessee State Government

Human Rights
Commission

Executive Administrative Assistant 2, Housing Director

Position #4865

Job Location: 7175 Strawberry Plains, Suite 100, Knoxville, TN, 37914

This position will have AWS component as well as on-site responsibility. Travel would be minimal (less than 10%) for any monthly/quarterly/yearly meetings that would require to attend.

ABOUT POSITION

Tennessee Human Rights Commission's (THRC) is a neutral fact-finding agency charged to investigate each complaint of discrimination to determine if a violation of the Tennessee Human Rights Act, the Tennessee Disability Act, or Title VIII of the Civil Rights Act of 1968 has occurred.

An employee in this class may perform liaison, public contact, public relations, and/or other administrative assistance work. This work often requires an incumbent to handle difficult decisions, personal contacts, and staff analysis. This classification may directly supervise subordinate positions.

RESPONSIBILITIES

- Directs the processing, investigations, and resolutions of complaints in housing.
- Provides daily compliance oversight with federal and state Fair Housing laws.
- Supervises and monitors complaint processing goals.
- Accepts and assigns cases to investigators.
- Monitors and tracks staff work to ensure timely complaint processing.
- Ensures quality of complaint processing.
- Ability to apply knowledge of federal and state housing anti-discrimination laws.
- Provides day-to-day operations of the office and staff.
- Monitors the Agreement with the U.S. Department of Housing and Urban Development (HUD).
- Acts as the primary case reviewer for submitted housing cases closures and provides investigative feedback and assessment.
- Performs compliance reviews on complaints to ensure the process meets the THRC and HUD standards.
- Provides monthly reports to executive management.
- Provides housing program oversight.

THRC MISSION:

To safeguard individuals from discrimination through education and enforcement.

THRC VISION:

Working together for a discrimination free Tennessee.

THRC VALUES:

- Accountability
- Commitment
- Compassion
- Education
- Efficiency
- Fairness
- Integrity
- Respect
- Transparency

Competencies

- Organizing
- Dealing with Ambiguity
- Decision Quality
- Priority Setting
- Approachability



**Minimum Requirements:**

Graduation from an accredited college or university with a master's degree in Legal Studies, Social Sciences, Public or Business Administration, or related field; five (5) years of experience in equal opportunity, Fair Housing, civil rights investigations, or other civil rights work; and five (5) years of supervisory experience in management of complaints of discrimination, social services, and case management; or any equivalent combination of related training and experience. Excellent verbal and written communication, legal research, and extensive writing skills.

Preferred Qualifications:

Juris Doctorate (JD), with a license to practice law in Tennessee.

Competitive Benefits

- Pension
- 401K Match
- Family Tuition
- Paid Family Leave
- 11 Paid Holidays
- Career Mentoring
- Emotional Health/
- Wellness Programs

For Information regarding
State of Tennessee
benefits please [click here](#)

How to apply:

- To be considered for the Executive Administrative Assistant 2, Housing Director position with the Tennessee Human Rights Commission external applicants must apply online at <https://www.tn.gov/careers> by xxx, xx, 2024, at 11:59pm Central Standard Time.
- Active state employees apply for career opportunities directly through Edison self-service.
- Target Salary Range \$5,591-\$8,915 monthly. The directly related experience, knowledge, skills, and abilities of the selected candidate will determine the actual salary offer.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.