



## Office of Civil Rights & Wage Enforcement

### CIVILIAN REVIEW BOARD INVESTIGATOR

**Full-time and Part-time**

**Office of Civil Rights & Wage Enforcement** is seeking a Civilian Review Board Investigator to investigate assigned cases involving complaints from citizens alleging the use of excessive force, false arrest, false imprisonment, harassment, and abusive language by law enforcement personnel of the Baltimore City Police Department and other law enforcement units in the City.

The Civilian Review Board Investigator will conduct investigations to determine the nature and scope of complaints; meet and interview complainants, witnesses, law enforcement personnel and other relevant parties; and collect appropriate records, documents and other source materials to analyze and ascertain facts. The Investigator will prepare reports that are well-written, thoroughly reasoned and factually accurate. She or he will also update and maintain case management records in order to report on the status of assigned investigations, and attend internal and external meetings relating to the Civilian Review Board.

#### **Qualifications:**

Bachelor's degree in Political Science, Criminal Justice, Sociology, Journalism, or a related field and two (2) years of work experience. Juris Doctor or Master's degree is desirable. Bilingual (English/Spanish) a plus.

#### **Skills & Abilities:**

- Ability to review and investigate complaints, research and analyze issues, develop and draft related reports, correspondence, and other written documentation using Microsoft Office.
- Ability to write clear, thorough, organized and factually accurate investigative reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish a solid rapport and a climate of trust, not only with colleagues and management, but also with a diverse group of community members, law enforcement personnel and city officials.
- Light local travel necessary.

#### **Compensation:**

\$49,700 – \$79,400 Baltimore City Government offers a full range of comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan.

#### **To Apply:**

Interested candidates should submit a cover letter, a writing sample of five (5) pages or less, and a resume specifically addressing the experience relevant to this position by November 15, 2016 to:

Kisha A. Brown, Director  
Office of Civil Rights & Wage Enforcement  
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Baltimore, MD 21202  
[civilrights@baltimorecity.gov](mailto:civilrights@baltimorecity.gov)

[www.baltimorecity.gov](http://www.baltimorecity.gov)

*The City of Baltimore is An Equal Opportunity Employer*