



Administrative Assistant

The Administrative Assistant reports to and is responsible to the Director of Community Relations. This is a non-exempt professional position.

Responsibilities

Provide administrative support for legal and advocacy teams across the state

Draft correspondence and other documents as directed

Create and maintain legal advocacy electronic and paper case files

Answer and route all agency incoming calls

Manage incoming and outgoing mail

Maintain log of checks received

Assist Executive Director with Board of Directors and PAIMI Advisory Council management, including communication and meeting preparation

Call clients, courts, and opposing counsel as requested by legal advocacy staff

Participate in staff meetings, staff development activities, and assigned committees

Provide administrative support for trainings and outreaches efforts as needed

Perform related tasks consistent with skills and abilities and general responsibilities as may be assigned by the Director of Community Relations of Executive Director

Qualifications

Education and Experience:

Associate's Degree in Paralegal Studies, Office Technology, Special Education, Social Work, Sociology, Human Services or related degree is preferred

3+ years as an administrative professional and demonstrated skill will be considered in lieu of degree

Experience in a non-profit organization is preferred

Demonstrated knowledge of office procedures and technology is required

Bilingual skills preferred but not required

Skills and Abilities:

- Sound professional judgment
- Strong organizational and time management skills
- Proficient use of computers and word processing software. Ability to learn to use the Disability Advocacy Database or other case database used by DRT
- Strong oral and written communication skills that will allow the employee to effectively and professionally communicate with individuals over the telephone, in writing and face to face
- Ability to work well in teams
- Ability to professionally represent DRT
- Ability to take direction and supervision and comply with the office policies and procedures of the agency

Salary Range:

\$32,000-\$42,000

To apply, submit resume and cover letter to Shelia Mullis at sheliam@disabilityrightstn.org. Deadline to apply is June 15, 2018.