

Responsibilities:

Under the direction of the Manager of Administration, the Administrative Assistant shall have primary responsibility for providing administrative and operations support to the various areas within Administration and two main DRLC programs, CLRC & CAP/Litigation:

General Administration Responsibilities:

- Provide administrative and clerical support to the Manager of Administration
- Preparation of reports, maintenance of statistical information, schedule meetings, maintains files and other administration project as requested.
- Order and maintain office and break room supplies
- Mail responsibilities – responsible for daily pickup, stamping and distribution of mail, including checks coming into the DRLC mail system.
- Secure check signatures on payables on 15th and last day of each month.
- Recruiting – Post job ads and coordinate application and interview process.
- Other duties as assigned.

CLRC Responsibilities:

- Conduct intakes with callers to the CLRC's Telephone Assistance Line, provide appropriate information, education, resources, and referrals
- Assist in database operations, including data entry, importing online intakes to the database, and running statistical reports;
- Coordinate CLRC education and outreach events, including scheduling, gathering materials, and collecting follow-up statistics;
- Other duties as assigned.

CAP/Litigation Responsibilities:

- Administer the CAP intake line, including supervising, training and assisting volunteers;
- Maintain the database of calls and subject matter from the intake line, web, and more;
- Participate in litigation meetings; and Contribute to self-help, "know your rights" and other written materials
- Organize documents and coordinate document productions.
- Answer phone calls, take messages, send/distribute correspondence, support teaching and outreach activities, coordinate travel arrangements, communicate with clients, order transcripts from reporting services and/or court.
- Calendaring.
- Other duties as assigned.

Requirements:

- Minimum 3 years office administration experience.
- AA Degree required
- Great communication and organizational skills.
- Multi-Task Individual, solution oriented, good analytical skills, ability to work independently with little or no supervision.
- Ability to prioritize and thrive in fast-paced environment.
- Technical Skills: Proven experience with Windows, SharePoint, TimeMatters, TimeSlips, Outlook, Database Management, Adobe Acrobat, Windows, Microsoft Office, Experience with QuickBooks a plus. Ability to create and maintain spreadsheets and statistical reports. Typing 45 words per minute
- Experience with complex database or intake system such as Time Matters.
- Experience or familiarity with people with cancer or other disabilities desired.
- Access to transportation and a valid California ID.
- Spanish fluency a plus.

Salary/Benefits: Salary range \$34,000 - \$36,000/yr. This is a non-exempt, hourly position. Benefits include 100% employer paid health, dental, vision, group life, and long term disability coverage. 15 days of paid vacation, 12 days of sick leave, plus company holidays that range from 14-17 days a year. Eligible to participate in AFLAC coverage and a 401(k) plan.

Open until filled. Please do not apply if you do not meet all of the required qualifications. Candidates will be evaluated based on their education and experience as they relate to the necessary qualifications and responsibilities of the position. Strong candidate will show capability for each qualification.

Email resume, cover letter, and references as attachments to Anabel Prudencio, Manager of Administration: anabel.prudencio@drlcenter.org Please state in the email subject line: **Administrative Assistant: Your Name.**

Be sure to include your full name in each attachment file name.

For more information on the Disability Rights Legal Center see: www.drlcenter.org

Persons with disabilities, persons of color, women, and other minorities are strongly encouraged to apply.