

Job Title: Legal Administrative Assistant

Location: 666 Walnut St, Ste 1440, Des Moines IA 50309

Job Type: Full Time; Non-Exempt,

Job Location: Disability Rights Iowa Office, full-time in-office position

Opening Date: December 1, 2023

Closing Date: For earliest consideration apply by December 15, 2023

Start Date: February 2024

Supervision: Operations Manager, Legal Director

Agency Description: Disability Rights Iowa (DRI) is a well-established innovative non-profit legally based organization dedicated to advancing the rights of Iowans with disabilities. DRI is the federally mandated protection and advocacy agency for individuals with disabilities and/or mental illness in Iowa. Disability Rights Iowa works to achieve fairness and justice for people with disabilities through quality representation, advocacy, investigations of abuse and neglect, peer/self-advocacy services, community partnerships, legislative and regulatory advocacy work, education, and outreach. DRI strives to pursue litigation and advocacy that addresses current pressing needs of the Disability Community, proactively identifies future needs, and constructs innovative solutions that continue to expand the human and legal rights of individuals with disabilities. DRI's legal work includes individual and impact litigation.

Disability Rights Iowa envisions a changed world where people with disabilities are valued and fully included in their communities, their workplaces, and their schools, where they have equitable access to all opportunities and make their own decisions. As DRI works toward a future of full inclusion, DRI will actively seek input and will learn from members of historically under-represented communities. DRI will value their lived experiences and expertise as we shape our disability rights advocacy. DRI will ensure that our diverse community is reflected in our board of directors and staff in a manner that upholds equity, diversity, inclusion and belonging. For more information on Disability Rights Iowa please review www.disabilityrightsiowa.org.

Salary/Benefits: Entry wage is \$20 per hour, dependent on relevant experience. DRI offers a comprehensive benefit plan for eligible employees. Benefits include health insurance, dental insurance, basic life, short-term and long-term disability insurance, a 403(b)-retirement plan, and flexible spending accounts. Flexible spending accounts feature reimbursement for both medical and dependent care.

Time-off: DRI offers a generous holiday time off, paid sick time and vacation accrual package to full-time employees.

Legal Administrative Assistant Job Description the Legal Administrative Assistant will provide administrative support to Disability Rights Iowa staff and programs to further Disability Rights Iowa's mission and vision. The specific job duties may include providing administrative support and assisting attorneys and advocates in legal work, as well as providing a variety of essential administrative supports for Disability Rights Iowa staff. The administrative support to attorneys and advocates will include assistance in filing pleadings, preparing letters, preparing exhibits, etc. The Legal Administrative Assistant is responsible for managing the on-site case files, file organization, conducting quality assurance checks on closed files, and providing administrative assistance in support of general agency operations in conjunction with the Operations Manager. The Legal Administrative Assistant may also participate in additional duties, intake, advocacy, and monitoring activities as assigned. The Legal Administrative Assistant position requires that work be done in person and on site.

Essential Job Responsibilities:

- A. Provides administrative assistance with DRI's intake process and creation of intake documents.
- B. Provides administrative assistance to DRI's Legal Director.
- C. Manage, organize, and maintain documents in paper or electronic filing systems for attorneys and advocates.
- D. Draft and proofread correspondence and legal documents, such as pleadings, releases, and retainer agreements.
- E. Communicate with clients and witnesses to schedule meetings, interviews, and depositions.
- F. Collect, examine, and organize evidence and other legal documents for attorney review, case preparation, and for any administrative hearing, State and/or Federal Litigation, Class Actions and Appellate Proceedings.
- G. Manages the Quality Assurance Review and case closure management on all agency files.
- H. Opens and closes service requests, case files.
- I. Ensure mail is opened, stamped, and distributed.
- J. Organization and maintenance of supply room, file room and shared workspaces.
- K. Provides back-up assistance for Intake Team, as requested by Executive Director
- L. Primary contact with document retention company ensures that documents are properly and timely stored.
- M. Assists in general administrative duties in support of agency operations and the Operations Manager.
- N. Assists Operations Manager in setting up laptops and projector as needed.

- O. Assists staff in office tasks as needed, i.e., postage, mailing, preparing exhibits, etc.
- P. Maintain Notary Public services.
- Q. Assists in preparation of documents for the Agency's Quarterly Board of Directors and Advisory council meetings.
- R. Updates the Legal Library.
- S. Manages, organizes, and maintains travel for DRI staff.
- T. Provides administrative support for Strategic Planning activities.
- U. Other work as assigned by the Operations Manager or Executive Director.

Minimum Qualifications:

1. Associate or bachelor's degree or equivalent experience as a legal administrative assistance.
2. A minimum of two (2) years previous administrative assistance experience.
3. Strong and effective writing, verbal and negotiating communication skills, including the ability to do so in a concise manner, even when doing so regarding complex issues.
4. Strong organizational skills
5. Excellent interpersonal, relationship-building and collaboration skills to be able to work with others inside and outside of the organization.
6. Ability to analyze complex problems and develop creative solutions.
7. Ability to stay calm and relaxed when working with individuals who may be in a crisis.
8. Ability to be flexible to changing work assignments and processes.
9. Ability to maintain confidentiality.
10. Ability to conduct self in a professional manner.
11. Ability to maintain thorough and complete records.
12. Ability to work independently with appropriate supervision.
13. Proficient in Excel

Desirable Qualifications:

1. Experience with or sensitivity to individuals with disabilities and/or mental illness.
2. Experience as a person with a disability or as a member of a nondominant cultural group, or experience working with or living with persons with disabilities or within a nondominant cultural community.
3. Demonstrate understanding of disability rights values in daily work (self-determination, person-centered services, informed consent, equal opportunity, independence, and inclusion.)

Equal Opportunity Employer

Disability Rights Iowa is an Equal Opportunities Employer. It is the policy of DRI to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status.

Disability Rights Iowa values diversity. Individuals with disabilities, people of color, LGBTQIA+ individuals and others who contribute to staff diversity are especially encouraged to apply.

DRI is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants or employees. Applicants interested in seeking reasonable accommodations for the application process please contact Katie Vande Vorde, Operations Manager, Disability Rights Iowa kvandevorde@driowa.org.

How to Apply:

E-mail cover letter, resume and three professional references to:

Katie Vande Vorde, Operations Manager, Disability Rights Iowa
kvandevorde@driowa.org.

No phone calls please.