

## Secretary

**Company Name:** Disability Rights Iowa ([www.disabilityrightsiowa.org](http://www.disabilityrightsiowa.org))

**Job Title:** Secretary

**Location:** 400 East Court Ave., Des Moines, Iowa 50309

**Opening Date:** January 1<sup>st</sup>, 2017

**Closing Date:** January 31<sup>st</sup>, 2017

**Job Type:** Part Time (20 hrs per week)

**Pay Range:** \$17.00/hour

**Supervision:** Paralegal

**Benefits:** This is a part time position with no benefits

**Time-off:** This is a part time position with no benefits

**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's legal work includes individual and impact litigation. For more information, go to [www.disabilityrightsiowa.org](http://www.disabilityrightsiowa.org).

**Secretary Job Description:** Provide secretarial support to adult team staff attorney. Additional when requested provide support to additional attorneys and paralegal.

### Job Responsibilities:

1. Review/reading of records received from clients and clients' providers
2. Reading handwritten documents
3. Reading text contained in photos sent by clients via email
4. Reviewing mail
5. Assistance affixing stamped signature to hard copy documents

6. Sending faxes and scanning documents

Additional Tasks at the request of Executive Director, Legal Director, Attorneys or ParaLegal

1. Preparation of subpoenas for witness
2. Filing documents with state or federal court using electronic filing system
3. Preparing exhibit books and indices
4. Proofreading outgoing documents
5. Organizing paper documents and filing in client folders
6. Maintaining tickler system
7. Sending documents by certified mail
8. Other tasks as assigned by Executive Director

**Minimum Qualifications:**

1. Associates Degree
2. A minimum of two (2) years previous experience in a secretarial or administrative support role
3. Strong and effective writing, and verbal communication skills;
4. Strong organizational skills;
5. Ability to be flexible to changing work assignments and processes.
6. Ability to maintain confidentiality;
7. Ability to conduct self in a professional manner;
8. Ability to maintain thorough and complete records;
9. Ability to work independently with appropriate supervision.

**Desirable Qualifications:**

1. Experience with or sensitivity to individuals with disabilities and/or mental illness;
2. Experience with or sensitivity to individuals from ethnic or language-distinct communities; and

3. Knowledge of laws, rights and services as they pertain to individuals with disabilities and/or mental illness.
4. 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 Disability Rights Iowa 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.

**Applications Process:** Please send cover letter, resume and writing sample to DRI Operations Manager, Katie Vande Vorde at [kvandevorde@driowa.org](mailto:kvandevorde@driowa.org). No telephone calls please.