

-July 2013

** Please post, circulate, pass on to interested persons and qualified candidates**

POSITION ANNOUNCEMENT

RECEPTIONIST/CLERICAL ASSISTANT II

(25 hours/week, 5 days/week)

Disability Rights Wisconsin (DRW) is the designated, federally-funded protection and advocacy agency for persons with disabilities in Wisconsin. DRW utilizes a wide variety of advocacy approaches to protect people's rights, including legal and administrative remedies, legislative and policy change, and training. Our core values include independence, dignity, inclusion, human rights, accessibility, diversity and liberation. Our vision states that "All persons with disabilities and their families shall be empowered to exercise and enjoy the full extent of their rights and to pursue the greatest possible quality of life."

This position is located in DRW's Madison office and is part of the Administrative Team. DRW offers a dynamic work environment and the opportunity to team up with creative, dedicated staff committed to social justice.

Responsibilities:

1. Answer and screen telephone calls on multi-line phone and log client calls. Handle walk-in traffic.
2. Perform routine copying, collating, document formatting, etc.
3. Computer skills including word processing (50 wpm with MS Word), use of Outlook, Excel, and the internet.
4. Assist in the maintenance of databases, perform data entry and compile data.
5. Assist with large mailings, e.g. newsletters, training brochures etc.
6. Compile a variety of monthly and quarterly reports.
7. Other general office functions and miscellaneous projects.

Minimum Qualifications:

1. Prior office experience. Experience using office equipment such as copiers, printers, fax machines, etc.
2. Excellent phone skills. Paid or unpaid experience answering multiline phones and routing calls appropriately.

3. Good computer skills. Substantial experience with Microsoft Office software (e.g. MS Word, MS Outlook, MS Excel).
4. Database experience.
5. Commitment to social justice.

Preferred Qualifications

1. Work experience or other direct contact with people with disabilities.
2. Direct contact or experience with persons from culturally diverse backgrounds.
3. Experience dealing with persons in stressful situations.
4. Mail merge experience.
5. Fluent in Spanish and English.

SALARY: \$13 – 16.00/hour depending on experience. Excellent fringe benefits.

TO APPLY: Submit resume and cover letter addressing your experience regarding the qualifications and job responsibilities.

Please complete and send the Affirmative Action Form (optional)- available on subsequent pages or by contacting Disability Rights Wisconsin at info@drwi.org or phone 608-267-0214.

DEADLINE: Friday August 9 at 5:00 p.m. or until position is filled. Send resume and cover letter to: Disability Rights Wisconsin, 131 W. Wilson St., Ste. 700, Madison, WI 53703 or email to info@drwi.org.

DRW is an equal opportunity/affirmative action employer committed to having a diverse work force. Members of minority groups and persons with disabilities are strongly encouraged to apply. **EEO/AA Employer.**

disabilityrights | WISCONSIN

Disability Rights Wisconsin (DRW) is an equal opportunity/affirmative action employer and has adopted an Affirmative Action policy to ensure equal employment opportunities. DRW is committed to seeking qualified candidates of various races, cultural and ethnic heritages, genders, abilities, sexual orientations, ages, and religious traditions for staff and volunteer positions within our agency.

In an attempt to evaluate the effectiveness of our recruitment efforts, we ask that you provide the following information. This data will be kept confidential and will be used solely in connection with our Affirmative Action efforts. **Completion of this information is optional. However, we would appreciate your answers to the following:**

Position for which you are applying: _____

Last Name: _____ **First Name:** _____

Address: _____

Birth date: _____ **Sex: Female:** _____ **Male:** _____

Please check all of the following which apply to you:

_____ **American Indian or Alaskan Native** - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal association or community recognition.

_____ **Asian** -All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent. This area includes, for example, China, Japan, and Korea. Also persons from the Indian subcontinent, including persons with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sukkim, and Sri Lanka.

_____ **Native Hawaiian or other Pacific Islander** - All persons having origins in any of the original peoples of the Pacific Islands. This includes persons from the Philippine Islands and Samoa.

_____ **African American/Black** - (Not of Hispanic Origin) All persons having origins in any of the black racial groups.

_____ **Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

(over)

_____ **White** - (Not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

_____ **Two or more races** – All persons having origins in more than one racial or cultural group. Please specify racial groups:

_____ **Person with a disability** - An individual who has a physical or mental impairment that substantially limits a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself; has a record of such an impairment; or is regarded as having such an impairment.

Do you speak and/or read/write a language(s) other than English: No ___ Yes ___

Language: Speak: _____ Fair ___ Average ___ Proficient ___
Read/Write: Fair ___ Average ___ Proficient ___

Language: Speak: _____ Fair ___ Average ___ Proficient ___
Read/Write: Fair ___ Average ___ Proficient ___

Do you know sign language? No ___ Yes ___
Level of proficiency: Fair ___ Average ___ Proficient ___

How did you learn about this position?

_____ Newspaper (State name: _____)

_____ Journal/Magazine (State name: _____)

_____ Posted/Circulated job announcement

_____ On line job sites (State names: _____
_____)

_____ University/College Placement Office (State name: _____)

_____ Community-based organization (e.g. Urban League, United Migrant Opportunity Services, etc. (please specify: _____)

_____ Church

_____ Other (please specify _____)

PLEASE SEND THIS FORM TO: Disability Rights Wisconsin, 131 West Wilson Street, Suite 700, Madison, WI 53703, email to info@drwi.org, or FAX at 608-267-0368. THANK YOU.