

August, 2010

POSITION ANNOUNCEMENT

Receptionist/Clerical Assistant II (20 hrs./week, afternoons)

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.

The Receptionist/Clerical Assistant will perform a variety of clerical support and receptionist duties and, carry out other ad hoc projects as assigned.

Responsibilities:

1. Answer telephone and handle walk-in traffic. (Answering and directing calls to appropriate person, connecting translators when necessary thru Language Line, handling TTY and Textnet calls.)
2. Perform intake for Spanish speaking callers
3. Perform word processing (letters, reports, and charts, etc.)
4. Monitor State Legislation
5. Data entry and preparation of reports.
6. Perform internet research
7. Perform routine copying, collating, and mailing, etc.
8. Assist with large mailings, e.g., newsletters, training brochures, etc.
9. Run errands when necessary.
10. Miscellaneous projects and tasks assigned by the Office Manager

Supervisor: Office Manager

Minimum (Required) Qualifications

1. Experience answering a multi-line phone
2. Bilingual in Spanish/English
3. Word Processing using MS Word (minimum 50 wpm)
4. Experience performing internet research
5. Experience with a variety of clerical functions
6. Ability to use copy machine
7. Ability to run errands

Preferred Qualifications:

1. Experience gathering and synthesizing information
2. Experience with database software
3. Contact/experience with people of minority background
4. Contact/experience with people with disabilities
5. Experience with people in stressful situations

SALARY: \$10 - \$16/hour depending on experience. Excellent fringe benefits.

Submit 1) resume, 2) cover letter and 3) Affirmative Action form (optional--attached on subsequent pages) by September 10, 2010 to info@drwi.org or to Disability Rights Wisconsin, 131 W. Wilson St., Ste. 700, Madison, WI 53703.

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.

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.

_____ **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

_____ 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 MAIL THIS FORM TO: Disability Rights Wisconsin , 131 West Wilson Street, Suite 700, Madison, WI 53703 or EMAIL to info@drwi.org. THANK YOU.