



Clerical Support

Office of Clients' Rights Advocacy

Location: Los Angeles, California - 350 S. Bixel Street

Individuals who are Deaf or Disabled are encouraged to apply.

SALARY RANGE (Depending on Experience): \$25.93 hr - \$27.51 hr

We base salary and position offers on experience and an internal equity analysis.

Employment Status: Non-Exempt; Regular; Full time (37.5 hrs)

EXCELLENT BENEFITS including 8% 401k Match, a language differential up to \$250/mo. Health (HMO and PPO options), dental, vision, basic life insurance, short-term and long-term disability insurance and flexible spending accounts (medical, dependent care and commuter). Additionally, we offer ample vacation, sick/self care leave and eighteen paid holidays (including the last week in December) and more..... We are a Public Service Loan Forgiveness (PSLF) - eligible employer.

Application Deadline: *Open until filled.*

WHO WE ARE

Disability Rights California (DRC) defends, advances, and strengthens the rights and opportunities of people with disabilities.

DRC works for a world where all disabled people have power and are treated with dignity and respect. In this world, people with disabilities are supported, valued, included in their communities, afforded the same opportunities as people without disabilities, and make their own decisions.

DRC values all forms of human diversity. We are committed to a culture of belonging where all people are welcome. In order to be effective advocates for all people with disabilities, we must address discrimination in all its forms, including the unique challenges faced by people who experience the intersection of multiple systems of discrimination.

OFFICE OF CLIENTS' RIGHTS ADVOCACY

DRC has a contract with the Department of Developmental Services (DDS), State of California, to provide Clients' Rights Advocacy services for clients of each of the 21 regional centers located statewide. We are a team of zealous advocates and disability generalists who are building a culture of teamwork and working for a world where all disabled people have power, are treated with dignity and respect, and make their own decisions.

PURPOSE OF THE POSITION

The Clerical Support position provides clerical and administrative support to a supervising attorney in OCRA and works under the supervision of that supervising attorney. The position requires attending virtual and in-person meetings to take notes and provide communication support, as well as strong computer, proofreading, and time management skills.

The successful candidate is eligible for a hybrid schedule working both remotely and in-office and must be available to work from the Disability Rights California downtown Los Angeles office, currently located at 350 S. Bixel Street, at least two days/week.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or general education degree (GED); plus 1 – 2 years related experience or training.
- Effective communication skills, including the ability to handle difficult situations patiently, tactfully, and with empathy.
- Ability to understand and carry out instructions, work well under pressure and deadlines, and prioritize multiple tasks.
- Ability to pay close attention to detail to ensure accuracy.
- Proficiency with Windows-based computer applications including Microsoft Office software such as Word, PowerPoint, Outlook, and Excel.
- Familiarity with videoconferencing software like Zoom and Microsoft Teams.
- Minimum keyboarding speed of 45 net words per minute.
- Flexability and the ability to work collaboratively as part of a team.

Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).