



Legal Support 1

Voting Rights Practice Group

Location: Hybrid in Sacramento, Los Angeles or Ontario

We encourage those who are Deaf or Disabled to apply.

SALARY RANGE (Depends on Experience): \$25.64-\$34.89 hr / \$50,000-\$68,041 yr

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.* Applications should be received by December 1, 2023 to be considered for the first round of interviews.

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.

VOTING RIGHTS PRACTICE GROUP

Voting Rights Unit advocates to ensure voting is fully accessible for people with disabilities by educating government agencies about best practices and educating voters about their rights, including options that allow them to vote privately and independently. The Voting Rights Unit:

- Provides voting rights and civic participation trainings
- Advocates with government agencies to improve the voter registration process for people with disabilities
- Collaborates with election officials to improve accessibility of the voting process
- Runs a hotline on election days
- Assists voters with election related complaints
- Tests accessible voting equipment
- Creates helpful publications for voters with disabilities and election officials
- Trains poll workers on making voting accessible
- Participates on disability-focused committees in numerous counties

PURPOSE OF THE JOB

Serves to enhance the effectiveness of the Voting Rights Practice Group (VRPG) by providing legal secretarial support as well as other administrative and technical support.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or general education degree (GED); plus one-year legal support experience; or two years of other specialized secretarial or word processing; or equivalent combination of education and experience. Plus:

- Proficient using Microsoft Office Suite including Word, Outlook, and Excel

Licenses / Certificates

None required.

DESIRED QUALIFICATIONS

- Two or more years of legal support experience.
- Experience using database applications, web-based applications, or work-flow systems.
- Experience using Microsoft Office suite programs, including Access, PowerPoint, or Publisher.



- Experience working with nonprofit and/or social service agencies.
- Contacts with disability organizations and/or within disability communities.
- Contacts with multi-ethnic organizations and/or within multi-ethnic communities.
- Familiarity and/or extensive contacts with one or more of the following: homelessness, criminal justice, substance abuse, or Gay/Lesbian/Bisexual/Transgender/Intersex (GLBTI) communities.
- Life experience as a person with a disability OR direct experience as a caregiver of a family member with a disability.

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](#).