

Disability Rights New Jersey is hiring an in-office Receptionist/Clerk. This is a part-time hourly position, 25 hours per week. Suggested hours are 10am to 3pm with some flexibility. This position is in our Trenton office 5 days a week.

Hourly rate is \$20.00, with paid time off. No other benefits available.

The in-office Receptionist-Clerk is responsible for responding to phone inquiries, assisting with data entry and providing general clerical support. This position requires strong attention to detail and the ability to create a positive first impression for clients of DRNJ.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs general secretarial work as requested by assigned staff.
- Answers daily telephone calls and responds to voice messages.
- Interfaces with outside individuals and entities as necessary and appropriate.
- Opens and scans mail and documents.
- Maintains essential records and files, including DAD and other databases.
- Participates in staff training and development activities, including supervision, staff meetings and conferences.
- Performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is in-person in our Trenton office.

## **EDUCATION AND EXPERIENCE:**

High school diploma and one year of experience.

## **KNOWLEDGE AND ABILITIES:**

- Knowledge of modern office methods, practices, routines and equipment.
- Demonstrated proficiency in typing.
- Capacity for excellent communication skills, oral and written, including proficiency in English, proficiency in Spanish desirable.
- Proficiency in Microsoft Office.
- Ability to learn quickly from oral and written instruction.
- Ability to maintain confidential case records, files, and databases.
- Ability to understand and comply with agency policies and procedures.

- Ability to interact positively and constructively with co-workers, supervisors, clients, , and the public as required and necessary.
- Ability to interact with culturally diverse populations.
- Ability to obtain and maintain any federal security clearances required by federal funders.

DRNJ is committed to equity, diversity, accessibility, and inclusion. All employment decisions are made without regard for an individual's race, creed, color, religion, national origin, nationality, sex, pregnancy, affectional or sexual orientation, gender identity or expression, age, veteran status, physical or mental disability (including AIDS and HIV related illness), genetic information, refusal to provide genetic information, refusal to submit to genetic testing, ancestry, familial status, marital status, domestic partnership status, civil union status, atypical cellular or blood trait, military service, application for military service, or any other characteristic protected by applicable law. DRNJ believes that a diverse environment strengthens the representation for the clients we serve and strongly encourages applications from candidates who will contribute to our diversity.