

SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY	JOB DESCRIPTION		
Position Title	Administrative Assistant		
Reports To	Property Manager(s)	Starting Rate	\$14.50/hourly
Department	Housing Operations	Date	March 2023

### **General Statement of Duties:**

The Administrative Assistant performs secretarial, clerical, and administrative duties for the public housing communities housed in the same rental office. The Administrative Assistant will be working under the supervision of the property manager. The assistant will organize and schedule appointments. Other duties include the production and distribution of correspondence, memo's, letters, faxes and forms to all residents as necessary. Assist in the preparation of regularly scheduled and special project reports, assist in the preparation of court documents for legal proceedings pertaining to both communities. Calculate rents for recertifications and interims. Maintain files according to Suffolk Redevelopment and Housing Authority file folder format.

Carry out administrative duties such as filing, typing, copying, binding, faxing, e-mail and any other instructions from the Property Manager. Develop and maintain a filing system that is efficient and organized. Answer and direct phone calls as well as take messages that are clear and concise. Input and complete work orders. Operates computer to collect, compile and report data.

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### **Essential Job Functions (Illustrative Only)**

1. Perform standard Administrative Assistant duties.
2. Assist in the preparation and distribution of reports, notices, legal documents and correspondence.
3. Answer and direct phone calls.
4. Perform other duties as assigned.

### **Required Knowledge and Abilities**

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered on all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. (The following

requirements may be used to evaluate for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

1. Vocational/Technical School education in Secretarial Sciences or related field.
2. Three to five years of administrative/secretarial/clerical support experience.
3. Any equivalent combination of education and experience that provides the required knowledge, skill and abilities.
4. Strong organizational and planning skills
5. Proficient in MS Office
6. Excellent written and communication skills
7. Excellent time management skills and the ability to multitask and prioritize work.

**Physical Requirements:**

1. Occasional exertion up to 10 pounds of force and/or frequent or constant exertion of a negligible amount of force to lift, carry, push, pull, or otherwise move objects.
2. Work requires frequent sitting, standing, walking, fingering, climbing stairs and repetitive motions.
3. Frequent handling of paperwork and computer equipment.
4. Occasional reaching overhead/extension.
5. Must be able to talk, hear and see.
6. The worker is subject to outside environmental conditions.

**Special Requirements:**

1. Valid Drivers license required and must maintain eligibility for coverage under the Authority's automobile insurance.
2. Must pass a drug screen.
3. Must supply a criminal background record check.