

JOB DESCRIPTION

Position Title:	Administrative Assistant – Part Time- Temporary		
Reports to:	Housing Choice Voucher Director	Starting Rate:	\$14.00 - \$15.00
Department:	Housing Choice Voucher	Posting Date:	05/19/2023

General Statement of Duties:

Work under the supervision of the Housing Choice Voucher Director to provide excellent administrative support for the division to include some work related to other assisted housing programs. Assists the Director in processing all administrative activities associated with the Housing Choice Voucher program and other assisted housing programs. Maintain effective working relationships with other employees, Federal, State and Local officials, and all members of the general public.

Perform a variety of routine and complex clerical, administrative and technical work in the administration of the department. Assist the Housing Choice Voucher Department in maintaining project schedules; operate an agency vehicle to assist in carrying out the business of the department as needed.

Assemble background material and reports; prepare agendas and action items for and from various meetings. Assist in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Essential Job Functions (Illustrative Only):

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 an 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.

1. Receives calls and callers for the department and ascertains nature of business, directs to appropriate authority for disposition.
2. Assists in the maintenance and update of files for the Program; prepare and maintain records on all transmit records.
3. Process requisitions for a multitude of goods and services, contractual payments

4. Prepare a variety of reports, spreadsheets and related information for decision-making purposes for supporting staff analysis; prepare data entry for all proposals and contractual services for programs, grants, services, budget, equipment, etc.
5. Maintain complex and detailed files, records, and database and receives calls for the department and ascertains nature of business, and directs to appropriate authority for disposition.
6. Compose type and edits a variety of correspondence, reports, memoranda, graphic data and other material requiring judgment as to content, accuracy and completeness. Designs and prepares newsletter, brochures, flyers and other advertising and marketing materials.
7. Transcribes correspondences and compose routine correspondences, type a variety of complex reports and materials. Adept to frequent interruptions and ability to change focus immediately.
8. Answers questions and respond to inquiries or complaints on department and/or operations, policies and procedures.
9. Maintain calendar, schedule appointments with the ability to successfully organize, work and complete multiple tasks simultaneously.
10. Undertakes special projects as assigned by supervisor.
11. Checks for accuracy of important documents and records.
12. Handling a greater variety of daily matters.
13. Maintains a variety of operational, bookkeeping, budget and program records.
14. Uses PC programs such as Microsoft Office and other software packages.
15. Observes all safety rules and regulations.

Required Knowledge and Abilities:

1. Any combination equal to graduation from high school and three (1) to five (5) years successful experience in a responsible professional (clerical) position required.
2. Thorough knowledge of computer-based work software programs such as Microsoft Word, Excel, Access, Publisher and basic knowledge of good office

procedures.

3. Thorough knowledge of office terminology, procedures, equipment, business arithmetic and English.
4. Excellent organizational and communication skills to keep accurate records and find important information quickly.
5. Time management skills to prioritize and complete a wide variety of tasks throughout the day.
6. Ability to follow oral and written instructions and to exercise good judgment.
7. Ability to establish and maintain effective working relationships.

Physical Requirements:

1. This is sedentary work requiring the exertion of up to 10 pounds of force, and a negligible amount of force frequently or constantly to move objects.
2. Work requires reaching, fingering, grasping, and repetitive motions.
3. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
4. Hearing is required for to perceive information at normal spoken word levels.
5. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.
6. The worker is not subject to adverse environmental conditions.

Special Requirements:

1. Valid Driver's 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.

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