

1. Class Title

Administrative Assistant

2. Classification Level/Pay Grade

\$20/Per Hour

3. Job Summary

The Administrative Assistant is a front-office administrative position that supports the Authority's management and maintenance departments in a variety of ways. Must perform responsibilities of a confidential nature for both tenants and fellow employees.

4. Supervision Received

The incumbent works under the general supervision of the Public Housing Manager.

5. Principal Duties

- Provide a wide variety of secretarial responsibilities to the Public Housing Manager and Executive Director.
- Answering and screening visitors and incoming calls, directing inquiries to other staff when necessary.
- Receiving and processing work order requests, monitoring and recording completing.
- Receives and processes housing applications.
- Receive and process tenant rent.
- Calculating rent determinations.
- General reception duties include answering phones, typing, filing, processing mail and assisting the public.
- Maintains strict confidentiality on restricted information, files and records.
- Performs other duties as required.

Qualifications:

Prior experience in an office performing typing and bookkeeping tasks. High School diploma or GED Certificate. Must be available to work Monday through Friday and have reliable transportation.