

Quechan Housing Authority

POSITION DESCRIPTION

TITLE: **Administrative Assistant**

REPORTS TO: Occupancy Specialist

JOB SUMMARY

Under the direct supervision of the Occupancy Specialist, this position provides administrative clerical support and performs a limited amount of receptionist duties for the Quechan Housing Authority, Administration Office.

ESSENTIAL FUNCTIONS

1. Achieve the goals and mission of the Quechan Housing Authority.
2. Must be responsible, dependable, and professional with excellent phone etiquette and customer service skills.
3. Follow verbal and written instructions.
4. Assists the Receptionist/Secretary in the acceptance of house payments, posting to individual Housing Data System (HDS) accounts, keeping accurate records of payments, reconciliation of deposits, assisting in sending delinquency notices and taking over Receptionist duties when needed during scheduled calendar days.
5. Assists in the receiving and processing of new applications.
6. Maintains current confidential files and application logs.
7. Assists in the scheduling of appointments.
8. Assists with preparation and distribution of correspondence such as but not limited to community events, inspections, and recertifications.
9. Maintains inspection calendar.
10. Responsible for generating, follow-up, scanning and filing of work orders and all files relevant to tenants file.
11. Data entry on various Quechan Housing Authority software.
12. Following up on any correspondence sent, via postal service, fax, hand delivered, FedEx, UPS or any other methods and practices.
13. Schedule and follow up with pest control treatment, reschedule any cancellations and follow up.
14. Assist management and staff in completing and submitting required reports.
15. Assist with QHA Community Events, may require working on weekend.
16. Assist in organizing tenant files, and keeping documents in dated order.

Employee Signature: _____

Date: _____

17. Maintain the highest level of confidentiality of company records, documents, general information and all matters pertaining to QHA business.
18. Must be able to deal courteously, effectively and efficiently with a variety of professional staff, maintain effective working relationships with people of varied socioeconomic, educational and cultural background and interact positively with the general public.
19. Physical and emotional condition adequate to meet the demands of assigned duties.
20. Must be available in emergency situations and able to work after hours from time to time.
21. Performs any duties as assigned by the Executive Director or Immediate Supervisor.

EDUCATION, EXPERIENCE, LICENSES

Education and Experience

1. High school diploma or general education degree (GED), and four years related experience or training, or equivalent combination of education and experience.
2. Knowledge and ability to operate office equipment, familiar with office computer software (Microsoft Word, Outlook, and other Microsoft Office Programs), office practice and procedures must be proficient.
3. Typing skills of at least 45 wpm.
4. Must have excellent mathematical skills and light bookkeeping skills.
5. Must possess good organizational skills.

Licenses

- Possession of a valid driver's license and be insurable with Quechan Tribally Designated Housing Entity insurance plan.
- Must pass a pre-employment alcohol/drug test and submit to a background investigation.
- Must not have **any** felony convictions (this will also include any misdemeanors related to drugs, alcohol, violent crime, larceny or sex offenses) and have no pending court actions of any type against him/her.

PHYSICAL REQUIREMENTS AND DEMANDS

While performing the duties of this job, the employee will regularly be required to sit, stand (for long periods of time), walk, climb, stoop, kneel, crouch, balance, and lift up to fifty (50) pounds. The Employee must be in good physical and emotional condition adequate to meet the demands of assigned duties. Have the ability to work in local climatic conditions (Excessive heat).

I have received a copy of the above position description for **Administrative Assistant**. I have read the statement listed above and understand it. I am able to perform all duties and responsibilities listed above and or any other duties as required by my Supervisor.

Employee Signature: _____

Date: _____