

CHESTER HOUSING AUTHORITY

Position Description

Classification: Administrative Assistant – Section 8
Supervisor: Director of Section 8
Effective Date: 1/1/2008

Position Summary

Under general supervision of the Director of Section 8, performs complex clerical and administrative work. Work includes data entry, receiving and distributing materials, answering telephones, processing applications and maintaining files and records. Performance of these duties requires excellent clerical and organizational skills, knowledge of modern office equipment, and the ability to compose effective correspondence.

Essential Job Functions

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 work load.

1. Responsible for answering incoming calls, greeting visitors, and answering questions from residents.
2. Assists applicants with completion of appropriate documentation.
3. Assists staff in processing applications.
4. Assists in compiling data and time sheets for the Section 8 department.
5. Assists with maintaining statistical records for PHMAP and other HUD required reports.
6. Examines, checks, and verifies statistical reports for completeness, accuracy of computation, and clarity.
7. Assists with the maintenance of the public housing and Section 8 waiting lists.
8. Types correspondence for the Director and provides general administrative and clerical assistance as needed.
9. Types a minimum of 55 WPM.
10. Responsible for records handling, typing, filing, and any other clerical duty required or designated.

11. Performs other related duties as required.

Required Knowledge and Abilities

1. Working knowledge of the purposes, local codes, ordinances, and policies, and regulations of the Housing Authority as established by the Board of Commissioners or as set forth by HUD regulations.
2. Knowledge of standard clerical procedures including scheduling, mail distribution, and telephone and appointment screening.
3. Knowledge of modern office equipment including copiers, personal computers, calculators, facsimile machines, etc.
4. Ability to present ideas in a clear and concise manner, both orally and in writing.
5. Ability to understand and follow written and oral instructions.
6. Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.
7. Ability to maintain moderately complex clerical records.
8. Ability to establish and maintain effective working relationships with co-workers, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
9. Ability to type at a rate of 40 WPM.
10. Ability to work in less than ideal conditions, e.g. noise, high traffic areas, etc.

Physical Requirements

1. Must be physically able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephones, etc.
2. Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculators, pencils, legal pads, etc.

Minimum Education, Training, and/or Experience

1. Graduation from a high school, vocational school, or equivalent.
2. A minimum of three (3) years of responsible clerical experience.
3. Any equivalent combination of education, training, and experience which provides the required knowledge and abilities may be considered sufficient.

Special Requirements

1. Possession of a valid driver's license.
2. Ability to be bonded.