



JOB ANNOUNCEMENT

POSITION TITLE: Administrative Clerk

DEPARTMENT: Public Housing

SALARY: \$24,000.00

DATE POSTED: 01/09/18

CLOSING DATE: 02/09/18

FLSA CLASS: Non-Exempt

POSTING:
#1-01-2018

Duties and Responsibilities:

Responsible for the performance of varied administrative and technical assignments pertaining to the administration of the Public Housing Department. Responsibilities include, but are not limited to, the following:

1. Types correspondences, reports, forms and other materials from typed or handwritten copy. Work requires responsibility for spelling, punctuation, grammar and format. Work is performed through the use of a computer.
2. Composes letters, memorandums and reports using established formats and content as guides.
3. Screens calls and visitors; answers inquiries; provides information.
4. Receives and greets visitors.
5. Ability to provide assistance and guidance to Public Housing Management staff and residents.
6. Ability to work independently with consultants, residents and other entities to ensure required and appropriate management of grants.
7. Ability to develop and maintain computerized tracking systems for vacancy and rental turnaround; and occupied unit inspections.
8. Reviews and verifies records and reports to insure that required information is provided and is correct.
9. Maintains records and files for the department.
10. Maintains current budget for program and project.
11. Maintains supervisor's calendar and makes appointments as instructed.
12. Operates office machines and equipment including the operation of a personal computer.

Job Announcement: Administrative Clerk

13. Assists supervisor with completing required HUD documentation.
14. Receives monies from customers in payment for goods or services and records amounts received.
15. Answers general questions and advises customers regarding services and merchandise.
16. Balances the cash drawer to include reconciling cash, check, and credit card receipts and investigates and resolves any out-of-balance problems.
17. Endorses checks and lists and totals monies received for bank deposit.
18. Performs other duties as assigned.

Qualifications and Knowledge:

1. Graduation from an accredited high school with two years of college or business school with course work in business, office management, or related field and two years of experience; or an equivalent combination of education and training which meets the required knowledge and abilities. Proficiency in Microsoft Office Suite is required.
2. Knowledge of the general operations and procedures of a housing authority.
3. Knowledge of maintaining financial records and budgets.
4. Knowledge of various federal regulations and policy on admissions and continued occupancy.
5. Knowledge of office practices, materials, equipment and procedures.
6. Knowledge of business English, spelling and arithmetic.
7. Knowledge of the laws, regulations and policies of the department.
8. Skill in the operation of a personal computer and various word processing and spreadsheet programs.
9. Skill in the operation of a typewriter, calculator and other business machines.
10. Ability to establish and maintain effective filing systems and clerical procedures.
11. Ability to understand and follow quickly and accurately written and oral instructions.
12. Ability to meet and deal with the public at all levels and to discuss problems and complaints tactfully, courteously and effectively.
13. Ability to establish and maintain effective and courteous working relationships with other employees, residents, and community agencies and other resources that provide services.
14. Knowledge of general office practices and procedures, business English and basic mathematics.
15. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with residents, management and other employees.
16. Ability to plan and prioritize duties.
17. Bondability.
18. Valid Alabama driver's license, or must acquire one within 30 days of employment.
19. Eligibility to be covered under the Authority's fleet auto insurance.

Supervision Received and Given:

Reports to the Director of Public Housing and/or Property Manager. This employee is responsible for both the compliance of the Public Housing program and the end products of the department. Employee receives both written and oral instructions. The incumbent of this job must be able to work independently, performing complex work in an accurate and timely manner without close supervision. The position entails balancing competing priorities.

Employee has no supervisory responsibilities.

Guidelines:

Most work is performed according to existing procedures or written guidelines such as HUD regulations, handbooks, desk references or existing records. The employee will frequently be required to use independent judgment in making recommendations and decisions.

Complexity:

Incumbent performs multifaceted work requiring an understanding of HUD rules and requirements relative to the Public Housing program eligibility, income, rent, inspections and contract procedures. The employee must be able to handle interpersonal situations involving conflicts, with skill and professionalism.

Scope and Effect:

The employee works with the Director of Public Housing, Executive Director, Public Housing residents and other employees. The employee's work is essential to the successful operation of the Public Housing program. The employee's efforts affect other employees and residents throughout the housing developments.

Personal Contacts:

The employee's contacts are primarily with residents and other agencies that provide assistance to the Public Housing program. Most contacts are structured in nature and the employee is expected to use normal tact and professional courtesy. The purpose of such contacts is to bring community services and tenant services to MHA's residents, foster resident pride and participation, and provide various kinds of support and assistance for individual families.

Physical Demands:

Must be physically able to operate a variety of automated office machines, including computers, copiers, printers, facsimile machine, telephone, etc. Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculator, pencils, legal pads, etc., and may be required to push, pull and/or lift objects weighing up to and more than 25 pounds, such as boxes of canned food, tables or a resident who must be helped into and out of a vehicle.

Work Environment:

Work, involves the normal risks and discomforts associated with an office environment, but is usually in an area that is adequately heated, cooled, lighted and ventilated. The employee's work is performed both indoors and outdoors, and involves numerous visits to housing developments, residents' homes, the offices of other agencies, community centers and meeting halls. The employee may be exposed to weather extremes and to the usual hazards associated with housing developments. The employee may be required to work unusual hours.

PLEASE VISIT WWW.MHATODAY.ORG, TO APPLY ON-LINE.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.