



Colorado Springs Housing Authority
An Equal Opportunity Employer

Administrative Assistant Clerk - Section 8

Posting Date: **April 19, 2022,**

Closing Date: April 26, 2022

Salary Range: **\$35,027.20 /Year**

Open Competitive

FLSA Status: **Non-exempt**

JOB SUMMARY:

To perform a variety of highly responsible and complex secretarial, administrative and/or clerical accounting duties in support of assigned department, division, or program; to coordinate and participate in office support functions in support of the goals and objectives of the area of assignment, and to provide information and assistance to the public regarding Housing Authority policies and procedures. To support the members of the management team in various administrative areas.

ESSENTIAL FUNCTIONS:

- 1) Provide clerical and administrative support to assigned supervisory staff; assist as needed in a variety of daily operational needs throughout the organization.
- 2) Serve as receptionist; answer phones, greet visitors, take, and deliver messages, provide general information and distribution of organizational and program information.
- 3) Maintain a variety of files, records, and correspondence; sort, collate, and file records and documents; process records, forms, and other documents; review for accuracy and completeness.
- 4) Open and distribute mail as assigned.
- 5) Perform a variety of typing, data entry and data processing functions; ensure accuracy and completeness.
- 6) Assist in maintaining various files, ledgers, examining, auditing, reviewing and reconciling issues.
- 7) Assist in maintain an office supply inventory for assigned department.
- 8) Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS: Equivalent to the completion of the twelfth grade supplemented by additional specialized training in secretarial sciences, accounting, or other related fields.

DESIRABLE QUALIFICATIONS: Three (3) years related experience and training to include administrative, secretarial, and/or clerical experience. Ability to speak Spanish.

You may obtain an application on csha.us website or take a picture of the QR code. Applications must be received by HR no later than 4:00 pm, Tuesday, April 26, 2022.



Filling of this position will be subject to Section 3 requirements as directed by the Department of Housing and Urban Development. Additional information will be required following submission of an initial application from the applicant if chosen for an interview. For more information about Section 3 requirements, please go to <http://www.hud.gov/offices/fheo/section3/section3.cfm>.