



## Administrative Assistant Clerk II Section 8

Posting Date: August 18,, 2021

Closing Date: August 26, 2021

Salary Range: \$35,027.20 /Year

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) Perform a variety of complex administrative, secretarial, and/or clerical duties in support of executive management and the organization.
- 2) Review, research and summarize a variety of fiscal, statistical, and administrative information; coordinate and participate in the preparation of various reports, memoranda, and correspondence of a legal, technical, or confidential nature.
- 3) Coordinate and participate in activities related to the development and administration of the assigned budget; ensure that department or division staff submit necessary documents and forms according to established timeliness; monitor expenditures and other financial transactions; ensure compliance with budgetary restrictions; maintain related financial ledgers and logs; resolve discrepancies.
- 4) Maintain a calendar of activities, meetings, and various events for assigned staff; schedule meetings and coordinate activities within Housing Authority departments, outside agencies, and the public; make travel arrangements as required.
- 5) Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities.
- 6) Serve as liaison for the Housing Authority; answer questions and assist in resolving sensitive and controversial issues.
- 7) Perform responsible administrative secretarial duties in support of Executive Management staff; perform a wide range of administrative support tasks, ensuring the clerical and administrative portions of the executives' work are accomplished.
- 8) Attend meetings; prepare agendas and other documentation; take minutes and notes of action(s) taken; distribute information to appropriate staff, as necessary.
- 9) Perform a variety of the full range of general clerical duties including filing, record keeping, data processing, and dictation/transcribing.
- 10) As assigned, oversee and review the work of office staff; provide training as necessary; provide information on office procedures; respond to and resolve inquiries; recommend improvements in workflow, procedures and use of equipment and forms.
- 11) Perform related duties and responsibilities as required.

**MINIMUM QUALIFICATIONS:** Equivalent to the completion of the twelfth grade (high school diploma or GED). One year of responsible clerical or related support experience. .

**DESIRABLE QUALIFICATIONS:** Three years of responsible clerical or related support experience. Specialized training in clerical practices, accounting, typing, and other related fields. Ability to speak Spanish.

**You may obtain an application on [csha.us](http://csha.us) website or take a picture of the QR code. Applications must be received by HR no later than 4:00 pm, Tuesday, July 12, 2021.**

