

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Administrative Secretary

NON-EXEMPT

SUPERVISOR: Director of Administrative Services/Information Technology

Duties and Responsibilities

Types letters, reports, spreadsheets, office correspondence and other material, as directed, using a computer.

Makes travel arrangements and prepares advance travel forms.

Takes incoming telephone calls and records messages.

Perform filing duties as assigned by supervisor.

Keeps schedule of Boardroom and Training Room.

Organizes and maintains office area, supplies and equipment.

Proofs Board Packets for Board of Commissioners meetings.

Pick up mail from Post Office.

Pick up and deliver correspondence from all Rising Images, Inc. properties.

Prepare outgoing mail and take to post office.

Data input of all applications for Section 8 and Public Housing.

Maintain Section 8 Waiting List and make all preparations for Section 8 Orientations.

Responsible for mailing of Public Housing late notices.

Responsible for oversight of the lobby area and assisting clients/visitors that require assistance with the automated reception format.

Distribute incoming faxes.

Coordinate all agency functions.

Provides clerical support to all departments as needed.

Performs related duties as assigned.

Qualifications and Knowledge

High school graduate or GED. Two years of college or secretarial training in a licensed business school or other accredited institution and/or three years experience in progressively responsible clerical work, or equivalent combination of training in secretarial skills.

Considerable knowledge and experience with the Internet, Microsoft Office (i.e. Word, Excel, PowerPoint, Publisher and Windows 10) or similar software programs.

Considerable knowledge of general office, clerical, and secretarial practices and procedures, business English, spelling, and punctuation.

Ability to type minutes with speed and accuracy.

Must possess organizational skills.

Ability to work under high degree of confidentiality, work under stress and meet time restraint deadlines.

Ability to perform duties with accuracy and minimal supervision.

Ability to prepare clear, concise and accurate reports.

Ability to type and operate computers and common office business machines.

Bondability.

Valid Texas driver's license.

Eligible for coverage under Authority fleet auto insurance.

Supervision Received and Given

The employee receives oral and written directions from the Director of Administrative Services/Information Technology. The Director of Administrative Services/Information Technology monitors the employee's work for thoroughness, neatness, and compliance with procedures and guidelines.

The employee does not have any supervisory responsibilities.

Guidelines

The employee performs routine duties by following established Authority policies and procedures and other guidelines such as HUD regulations.

Complexity

The employee performs a variety of tasks that are repetitive in nature. The majority of these tasks are routine.

Scope and Effect

As Administrative Secretary, the employee's primary duty is to assist the Vice President of Administrative Services in accomplishing the numerous clerical tasks required to manage and operate the Authority's housing programs.

Personal Contacts

The employee has regular contact with executive staff, other Authority employees, Board members and residents. Intermittently, the employee has contact with personnel from other Authorities and state and local agencies.

PHYSICAL DEMANDS

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching or lifting to obtain files and records, and eye strain from working with computers and other office equipment. The employee may occasionally push, pull and/or lift objects up to and over 25 pounds.

Work Environment

Work involves normal risks and discomforts associated with an office environment but is usually in an area that is adequately heated, lighted and ventilated.