

SUSANVILLE INDIAN RANCHERIA HOUSING AUTHORITY

810 JOAQUIN STREET
SUSANVILLE, CA 96130
(530) 257- 6264

POSITION ANNOUNCEMENT

Position: SIRHA Administrative Assistant
Date of Announcement: March 07, 2016
Closing Date: March 24, 2016
Salary: \$14.00 - \$17.00/hr – DOE
Hours: Full time

GENERAL STATEMENT OF RESPONSIBILITY:

The Administrative Assistant will provide an overall administrative support services in the successful and efficient operation of the Susanville Indian Rancheria Housing Authority program and services.

SPECIFIC RESPONSIBILITIES:

1. Provide administrative support and assistance to SIRHA staff.
2. Work with Housing Assistance Applications in dispersing, receiving, processing and entering application data.
3. Prepare and edit correspondence, communications, presentations and other documents.
4. Design and maintain data bases.
5. File and retrieve documents and reference materials.
6. Manage and maintain Program Manager and Board of Commissioners' schedule, appointments and do travel arrangements for staff and BOC.
7. Arrange and coordinate meetings and events.
8. Attend all regular and special meetings and take minutes of the SIRHA Board of Commissioners meetings
9. Answer and manage incoming calls.
10. Receive and interact with incoming visitors.
11. Develop work orders, assign cost to completed work orders.

12. Assist with financial management, process and reports.
13. Assist with development of grants and proposals.
14. Collects, opens and routes in-coming and out-going mail.
15. Maintain confidentiality in all Housing Authority matters.
16. Receives payment from tenants/homebuyers and process them and post to their accounts.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must have a High School Diploma/GED at least two years of Administrative Assistant experience.
2. At least two years of college.
3. At least two years of Administrative Assistant experience.
4. Have high level of computer proficiency.
5. Knowledge of office equipment and operation.
6. Must possess a valid driver's license and be insurable as determined by the SIRHA insurance provider.
7. Good verbal and written communication skills.
8. Type 40 words per minute.
9. Must pass basic Excel, Math and Word Skills testing with a score of 70% or more.

OTHER REQUIREMENTS:

1. Must pass a drug test.
2. Must be able to multi-task and work well under pressure.
3. Is able to communicate and work with a varied range of populations in a professional manner.
4. Must be willing and able to follow directions and complete assigned tasks within specified deadlines with constant supervision.

PREFERENCE WILL BE GIVEN TO NATIVE AMERICANS (42 CFR 36.221)