



## Cow Creek Government Office

### Position Description

**Position Title:** Housing Administrative Assistant      **Department:** Housing

**Reports To:** Housing Director & Resident Manager      **FLSA Designation:** Non-Exempt

**Date Written/Revised:** 6/16/16

#### **POSITION PURPOSE:**

The Housing Administrative Assistant has the responsibility to assist in the Housing Program units. The Assistant will support the Housing Departments with application intake, compliance, filing and monitoring processes as appropriate. The hours for this position will be split between the Housing Department and the Government Office in Roseburg, OR.

#### **ESSENTIAL FUNCTIONS:**

- Perform general office duties for housing program units
- Distribute applications and answer related questions to prospective tenants.
- Receive applications and assist with pre-screening to determine program eligibility and compliance prior to housing approval.
- Maintain participant and program records and waiting lists, including file maintenance and data entry.
- Assist with scheduling and conducting monthly, quarterly, and yearly inspections and re-certification for program applicants and participants.
- Assist in testing vacant units for illegal drug use prior to any maintenance work being performed on the rentals.
- Prepare work orders; coordinating maintenance and project departments and residents regarding work on units.
- Prepare and track correspondence to applicants, program participants, businesses, lending institutions and others.
- Edit and publish quarterly newsletters with notifications to tenants.
- Coordinate travel, meeting, catering and special events.
- Assist in Self-Monitoring (NAHASDA requirement that cannot be performed by the Housing Program).
- All other duties as assigned.

#### **QUALIFICATIONS:**

- Must have High School Diploma or GED
- HUD housing experience preferred, not required
- Must possess excellent communication skills, including verbal and written
- Must have the ability to maintain confidentiality at all times
- Must demonstrate good organizational, math and writing skills
- Must have working knowledge of Microsoft Office products.