



Cow Creek Government Office Tribal Youth Employment Opportunity Program

Position Description

Position Title: Housing Dept. Administrative Support

Department: Wiili Housing

Reports To: Mel Johnson

FLSA Designation: Non-Exempt

Date Written/Revised: 3/9/2018

Pay Grade: 1

POSITION PURPOSE: Part-time (20-28hrs/week) position to provide administrative clerical support to the Housing Department's Admin. Assistant. Complete tasks of various complexity to support housing programs with 1-50 participants each. Tasks include physical/electronic filing, mass mailing, scanning and editing documents, reviewing and organizing applications. Must be willing to accept new tasks and challenges.

ESSENTIAL FUNCTIONS:

- Scan, rename, and correctly file electronic documents for a variety of housing programs.
- Prepare physical and electronic document for accounts payable processing.
- Correctly file physical documents in tenant/participant folders.
- Print, organize, and send mailing to tenants/participants containing multiple documents.
- Document all physical and electronic mailing in the housing mail log.
- Reviewing and organizing applications.
- Willing to accept new tasks and challenges.

QUALIFICATIONS:

- **Computer skills (basic knowledge of Windows Explorer, familiar with Microsoft Word, Excel, Adobe Acrobat)**
- **Attention to detail**
- **Organizational skills**
- **Willingness to take instruction and responsibility**
- **Commitment to continued training and learning**
- **Work independently**
- **Excellent communication skills; willing to ask questions**
- **Punctual and reliable with attendance**