



## Cow Creek Government Office

### Position Description

**Position Title: Housing Administrative Assistant**

**Department: Housing**

**Reports To: Housing Director**

**FLSA Designation: Non-Exempt**

#### **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.

#### **ESSENTIAL FUNCTIONS:**

- Perform general office duties for housing programs
- Distribute applications and answer related questions to prospective tenants.
- Receive applications and assess for completeness and compliance prior to housing approval.
- Maintain participant and program records and waiting lists, including file maintenance and data entry.
- Schedule new participant orientations, upon availability of units and request by the Housing Director.
- Assist with scheduling monthly, quarterly, and yearly inspections and re-certification for program applicants and participants.
- Prepare and track correspondence to applicants, program participants, businesses, lending institutions and others.
- Coordinate travel, meeting, catering and special events.
- Take notes and schedule meetings and retreats for the Housing Program and the Housing Review Board. Take minutes for the Housing Review Board meetings.
- Assist with other housing programs including maintenance.
- Provide Tenant support.
- Receive rental payments, issue receipts, prepare bank deposits, and post payments in PM software.
- Assist with Accounts Payable processing.
- All other duties as assigned.

#### **QUALIFICATIONS:**

- Must have High School Diploma or GED
- HUD housing experience 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.
- Current Oregon Driver's License with the ability to qualify for the Cow Creek Government Office's Drivers Program.