

## **Office Assistant**

Part-time position opens until filled

Starting Salary: \$13.50 – 15.50/hr. based on experience

### **The Housing Authority of Elgin, Illinois**

The Housing Authority of Elgin, Illinois is a unique public housing authority that operates RAD and HCV programs in the Elgin and greater Kane County region. The HCV program administers over 1146 vouchers in the county. HAE offers the Family Self Sufficiency Program to our clients.

### **Essential Job Duties**

Under general supervision, to the Chief Administrative Officer, this position is responsible for making independent decisions regarding routine administrative matters and, provides complex clerical support for the finance and HR department and Housing Choice Voucher Program, assists in performing a variety of complex general clerical assignments and otherwise assists and relieves and provides front desk coverage.

1. Sorts, reviews and logs all incoming mail for Executive office, Finance and HR
2. Identifies high priority and action items and disseminates to proper personnel.
3. Data entry
4. Maintain filing System
5. Independently answers routine administrative correspondence; and drafts replies to non-routine correspondence, subject to review and approval of the Executive Director or CAO
6. Prepares drafts of correspondence, reports and other related documents; proof reads and completes final documents.
7. Summarizes reports and condenses information to facilitate review by and conserve time of CAO
8. Schedules appointments, maintains calendar and makes arrangements for meetings and conferences, including travel
9. Prepares weekly status reports for staff meetings
10. Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
11. Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations
12. Maintain polite and professional communication via phone, e-mail, and mail
13. Anticipate the needs of others in order to ensure their seamless and positive experience

14. Provide front desk coverage when necessary

### **Desirable Qualifications**

Completion of two years in a university of recognized standing, preferably completion of a baccalaureate degree in business administration or public administration; or other combination of education, training, and experience sufficient to warrant equivalent recognition.

### **Knowledge Skills and Abilities:**

- Knowledge of the organization, work functions, practices, procedures, rules and regulations of the Housing Authority and HUD.
- Knowledge of general office work, terms, methods, and practices.
- Skill in the use of common office database, spreadsheet, and word processing software.
- Skill in the operation of a computer and facsimile
- Ability to handle multiple and changing priorities.
- Attention to detail.
- Multilingual preferred
- Desire to be proactive and create a positive experience for others
- Ability to exercise tact and discretion in interacting with staff, residents, officials and representatives of various public agencies.
- Mentally alert; neat in personal appearance and work.
- May be required to drive agency vehicle or personal vehicle on a mileage reimbursement basis. Must have a valid State of Illinois drivers' license.