



## **Front Desk Office Assistant (FDOA)**

Part-time position

Position open until filled

Starting Salary (\$10-12/hr. based on experience)

Hours: Monday, Tuesday and Thursday 8:00am – 5:00pm

### **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. HAE administers the 1100 HCV vouchers and offers Family Self Sufficiency Program.

### **Essential Job Duties**

Under supervision of the Executive Administrative Coordinator or designee, is provide routine clerical support to include typing memos, letters, reports and statistical data; performs a variety of general clerical assignments such as filing, copying, organizing records and other related clerical functions. Front desk assistant services as the Authority receptionist, greets visitors, answers, screens and forwards telephone calls to appropriate staff for action. FDOA types rough drafts of letters, memos, reports and other related documents, receives, organizes, maintains log and files documents for easy retrieval, Reviews all incoming document for accuracy prior to submitting to appropriate staff, prepares and organizes routine office forms and records, addresses envelopes, prepares mailing labels and documents for distribution. FDOA operates computer or word processor, facsimile, copy machine and other office equipment as required and ensures all equipment is functioning properly.

Regular attendance is an essential job function. Other duties as assigned.

### **Physical Requirements**

Must be able to see well enough to read standard text and speak well enough to give and receive information.

### **Knowledge, Skills and Abilities**

- Speed and accuracy in typing.
- Preferably bi-lingual
- Reasonable knowledge with Microsoft word, excel and outlook
- Reasonable knowledge of established usage's in business correspondence and English.

- Reasonable familiarity with general office routines, procedures, terminology and office equipment.
- Ability to communicate effectively orally and in writing.
- Ability to perform routine tasks independently with minimum supervision.
- Ability to learn and interpret routine department and Authority regulations relating to clerical operations.
- Ability to learn and willingness to be trained the full range of skills in operating office equipment.
- Mentally alert; tact in dealings with others, neat in personal appearance and work.
- Ability to lift up to 50 lbs.

### **Desirable Qualifications**

Graduation from an accredited high school or GED, one (1) year of office experience.

Possession of a valid Illinois Driver's License and an acceptable driving record, and a reliable insured vehicle is required.

**Note:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this position, along with the qualifications one must possess to perform this job successfully.

Management has the right at any time to assign or reassign duties and responsibilities as they see fit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HAE is an Equal Opportunity Employer.

