



EMPLOYMENT OPPORTUNITY  
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Executive Secretary

Announcement No.: 22-001

External/Internal Posting

**DEPARTMENT:** Housing Programs/Section 8  
**SALARY RANGE:** \$43,597 – \$69,722 per annum

**OPENING DATE:** Monday, May 2, 2022  
**CLOSING DATE:** Until Filled

**DESCRIPTION OF DUTIES:** Under direct supervision of the Director and Deputy Director of Housing Programs, this position performs administrative duties. Employees in this class perform complex clerical level and office assignments/work. The position is responsible for preparing correspondence, taking dictation, general reception duties, filing records, compiling data and presentation products as requested, and maintaining department calendar and appointment schedules, facilitating training events; completing special assignments without oversight; orienting new employees into the department on general rules of the Housing Programs department. In addition, the incumbent is also responsible for preparing, attending, and recording proceedings of staff meetings. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

**SUPERVISION EXERCISED**

No supervision exercised.

**ESSENTIAL JOB FUNCTIONS/DUTIES**

Primary and Essential Job Functions are: Actual or specific essential and secondary job functions for this job classification may vary depending upon department and/or program.

- **Compile and organize information and materials for meetings; attend such meetings and record and prepare official minutes for distribution in an accurate and timely manner.**
- **Prepare reports, memoranda, correspondence, policies, and other written materials as needed; and transcribe dictation in an accurate and timely manner.**
- **Screen calls, visitors, and mail; respond to sensitive requests for information and assistance; resolve tenant concerns and complaints or refer to appropriate staff; research and compile information in response to requests for information. Ensure the Director and Deputy Director are kept informed of complaints.**
- **Interpret Housing Authority policies, rules, and regulations in response to routine inquiries and complaints; refer inquiries as appropriate.**
- **Update, follow, and keep delegated tasks and projects on schedule to ensure administrative progress to deadlines.**
- **Prepare, post, and advertise agendas, notices of official and public meetings as required by established law within the department and other areas for public viewing.**
- **Establish appointments, mail out letters, and update the files as required.**
- **Assist in monitoring department's budget and complete independent projects as assigned.**
- **File and retrieve various records, files, forms, reports, and correspondence and/or related department documentation as directed.**
- **Monitor the department's employee evaluations to ensure all are completed by assigned supervisor and submitted no later than 30 days prior to the annual effective date. Notify Director and Deputy if any are not completed including interim reviews.**
- **Gather information and analyze issues for special projects as assigned.**

**MINIMUM REQUIREMENTS:**

**Work Experience:** Three (3) years progressively responsible administrative support experience, two (2) years of which shall be in a housing authority or a similar institution;

**Education:** High school diploma or GED equivalent. Supplemented by college level course work in business, administrative support or related field;

**Licenses and Certifications:**

Must perform data input at 50 words per minute and take dictation at 80 words per minute as demonstrated by certifications dated within one year of application.

**KNOWLEDGE/SKILLS/ABILITIES:**

1. Knowledge of principles of effective administration, to include planning, coordinating, and scheduling.
2. Ability to communicate verbally and in writing with department heads, co-workers, clients, and vendors.
3. Knowledge of preparing reports, maintaining files and typing a variety of materials.
4. Ability to exercise sound judgment and make independent decisions in accordance with established policies and procedures.
5. Ability to operate and maintain computer records.

**Motor Vehicle Operator Identification:** Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

**EVALUATION AND SELECTION FACTORS:** Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

**Supplemental Information:** This is a non-exempt position and is **NOT** eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

**Pre-Employment Drug Testing & Background Check:** Satisfactory results of the pre-employment drug test and background check is required.

**Equal Opportunity Employment Policy:** SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

**HOW TO APPLY:** All interested candidates must submit complete Employment Application, with updated resume attached. Applicants can visit [www.snrha.org](http://www.snrha.org) click on employment tab and complete Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

**Notice to Disabled Applicants:** To request an accommodation contact the Human Resources Department.

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QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.