



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Office Assistant II

Announcement No.: 22-007

External/Internal Candidate

DEPARTMENT: Housing Programs/Section 8
SALARY RANGE: \$38,522 - \$ 61,547 per annum

OPENING DATE: Monday, May 2, 2022
CLOSING DATE: Thursday, May 12, 2022 or
first 50 applications

DESCRIPTION OF DUTIES: Under Direct supervision of the Deputy Director of Housing Programs, this position performs a variety of clerical, receptionist, and office assistance duties; creates, stores, retrieves and archives files and records; updates files and computer database as directed, provides information and assistance to customers. The duties listed below illustrate the various types of work performed, and duties may vary by department. 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.

- Performs front desk duties; provides information and assistance to visitors and others having business with the department; assists customers with applications, government forms and other technical documents; responds to requests for information within the scope of authority; answers phones; determines nature of the calls; routes call to appropriate individuals, and take and deliver messages in accordance with Housing Authority standards.
- Maintains calendars, schedules meetings, and appointments. Prioritizes and resolve complex meetings; updates and maintain records.
- Collects, obtains, organizes and updates case files and legal documentation; works with clients and staff as required to prepare case files for processing and acceptance; checks out and logs in official papers, financial and legal documents; updates and maintains records; schedules appointments and meetings in an accurate and timely manner.
- Creates, updates and tracks a variety of electronic and paper files, records, reports, rosters, logs and related documents; enters reports, cases, eligibility information and other data into computer system; access and locate information for customers, staff, agencies and others in an accurate and timely manner.
- Provides a variety of clerical and office assistance duties; prepares correspondence; distributes memoranda, letters, information packets and other communication; makes and distributes copies; pick-up and delivers mail; distributes and routes in-coming mail and arrange for out-going mail pick-ups; processes mail, correspondence and other items.
- Monitors departmental expenditures as they relate to purchase orders; prepares and keep track of check requests and receipt and distribution of checks in accordance with Housing Authority policy and procedures.
- Maintains and keeps current with program forms, letterhead, office supplies, and inventory as required.
- Compiles, updates, and maintains statistical information, reports, and related documents as required.

MINIMUM REQUIREMENTS:

Work Experience: Two (2) years of general clerical and basic computer experience.

Education: High school diploma or GED equivalent.

Licenses and Certificates: Must type 35 words per minute as demonstrated by a certificate dated within one year of application.

KNOWLEDGE/SKILLS/ABILITIES:

1. Ability to work and assist clients from a diverse social and economic background.
2. Ability to verify client's information and assist them with available services.
3. Ability to communicate verbally and in writing with clients, co-workers, supervisors and managers.
4. Knowledge of preparing reports, maintaining files and typing a variety of materials.
5. Ability to perform receptionist duties and work with people while representing the department.
6. Ability to operate and maintain computer records.

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.

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.

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Supplemental Information: This is a non-exempt position and is 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 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.

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/SECTON 3 HUD EMPLOYER.