



## 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 with pre-screening to determine program eligibility 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 and conducting 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.
- Edit and publish quarterly newsletters with notifications to tenants.
- Coordinate travel, meeting, catering and special events.
- Take notes and schedule meetings and retreats for the Housing Program and the Housing Review Board. Assist in Self-Monitoring (NAHASDA requirement that cannot be performed by the Housing Director).
- Receive rental payments, issue receipts, prepare bank deposits, and post payments in PM software.
- Assist with Accounts Payable processing.
- Take minutes for the Housing Review Board meetings.
- 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.