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Administrative Assistant

Summary

Performs administrative services, transcription services, typing and computer services, keeping office records and provide general secretarial services.

Duties

A. Performs administrative services.

1. Assembles, analyzes and prepares data utilizing a computer; transcribes from dictating equipment or handwritten notes and types the data as required.
2. Composes and prepares documents within established guidelines.
3. Maintains appointment calendars and schedules as requested.
4. Maintains inventory records, card indexes, mailing lists, and other filing system as required.
5. Maintains accurate record of statistical data.
6. Performs routine cash transactions as related to departmental functions.
7. Maintains departmental records and files, ensuring that records and files are current and properly documented; store and dispose outdated files.
8. Responsible for receptionist duties and switchboard operations as required.

B. Develops and maintains effective working relationships.

1. Develops and maintains good working relationships with HRA staff, residents, and the public.
2. Explains rules, regulations, procedures and inquiries regarding the HRA to Applicants, clients and/or visitors; assists in resolving issues, complaints and/or refers to appropriate staff.

C. Performs other duties as assigned.

Note: The above is illustrative of the descriptions of the general nature and level of work being performed by people assigned to this job. It is not intended to be inclusive of all responsibilities, duties, and skills required for this position. Any information acquired through employment at the Housing and Redevelopment Authority of Duluth is to remain confidential.

Knowledge, Skills and Abilities

1. Knowledge of general office methods, procedures and equipment.
2. Knowledge of alphabetizing, indexing and filing methods.

Housing and Redevelopment
Authority of Duluth, MN

Employment Type

a:0:}

Job Location

222 East 2nd Street, Duluth

Working Hours

8:00 AM – 4:30 PM, M – F

Base Salary

\$ 18.85/hour

Date posted

09/24/2019

Submit to:

Maureen Zupancich, Deputy
Director

mzupancich@duluthhousing.com

3. Knowledge of business writing techniques.
4. Knowledge of legal procedures, forms and terminology.
5. Knowledge of applicable laws and regulations regarding privacy and confidentiality and the ability to implement laws and regulations.
6. Computer skills must include the ability to perform word processing, assemble data, compile reports, produce graphics and establish tracking systems.
7. Ability to type accurately at a rate of not less than 60 words per minute (wpm); take difficult dictation at 60 wpm and be able to transcribe it accurately at a speed of not less than 25 wpm; and operate data or word processing equipment and perform basic business mathematics.
8. Ability to exercise good judgment, perform work in a courteous and diplomatic manner and establish and maintain harmonious working relationships.
9. Ability to work effectively with people of all social and economic backgrounds.
10. Ability to spell and use proper English; understand and carry out oral and written directions; make comparisons and accurate computations.
11. Ability to work independently, organize workload and manage time effectively.
12. Ability to execute accurate math computations, good keyboarding skills and learn various types of electronic and manual recording and information systems used by the department.

Education/Experience

1. High school graduate or GED; and
2. Two years of general secretarial experience; or
3. Any combination of education and work experience as may be acceptable as equivalent by the Executive Director.

License or Certification

Valid Driver's License is required.

Physical Requirements

1. Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions.
2. Must be able to perform sedentary work exerting up to 20 pounds of force occasionally and 10 pounds frequently.
3. Must possess the visual acuity to read and prepare reports, transcribe, view a computer terminal, and do extensive reading.
4. Persons with mental or physical disabilities are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.

Wages and benefits:

The HRA offers a competitive wage starting at \$18.85/hour. The benefit package, in the current contract, includes health, dental, flexible spending plan, life insurance, long term disability insurance, vacation, holiday, personal, and sick leave, as well as an employer paid retirement plan.

How to apply:

Applicants must submit a completed HRA Employment Application (see download link on this page) and return to the HRA Central Office, 222 East Second Street, Duluth, MN 55805.

Candidates selected for interview will be notified by email or phone.

All Applicants will receive consideration for employment without regard to race, color, creed, religion, sex, national origin, age, disability, familial status, marital status, receipt of public housing, sexual preference, political affiliations or participation in our local human rights commission.

NOTE: ALL APPLICANTS WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO MEET THE MINIMUM QUALIFICATIONS.