

ST. PETERSBURG HOUSING AUTHORITY

JOB DESCRIPTION

Position:	Clerical Assistant	Department:	Administrative
Pay rate:	\$12.00 - \$14.00 /hr	Classification:	Part-time Non-Exempt
Reports to:	Executive Office Manager	Revised:	6/1/2012

Position Summary:

This is a full-time clerical support position. Duties include specific tasks in the Section 8 Inspection area. The work functions include: data entry, placing and receiving telephone calls, document preparation, mail processing, copying, switch board and receptionist duties, record keeping, report generation, and other general duties.

ESSENTIAL POSITION FUNCTIONS:

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered as an inclusive listing of work functions or requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Essential Functions:

(The essential duties may vary depending upon the department and /or functions assigned.)

- Switchboard relief duties that include screening telephone calls, answering or referring requests for information, and assisting walk-in clients as necessary.
- Copying information for specific tasks, i.e. board packets, procurement solicitations, purchasing documents, literature for mass mailings to public housing residents and Section 8 clients, etc.
- Prepare purchasing requisitions for office and maintenance supplies and small equipment purchases.
- Order supplies and small equipment.
- Process invoices for payment.
- Maintain accurate files for all accounts payable functions.
- Create and duplicate various departmental forms.
- Maintain office filing systems.
- Compose business correspondence.
- Create, post, and place legal advertisements.
- Maintain Davis Bacon payroll information.
- Maintain record retention filing system for the Authority's off-site files.
- Assist in inventory maintenance, including performing quarterly inventory of on-hand supplies and equipment.

Required knowledge, Skills and Abilities:

Knowledge of:

- Modern office practices, procedures, and secretarial techniques.
- Use effective business English, spelling and arithmetic.
- Various office machines and equipment and their functions.
- Basic accounting terminology and /or procedure.

Skills in:

- Client service and relationship building.
- Oral and written communication.
- Data analysis and mathematical calculation.

Ability to:

- Draft professional business correspondence without grammatical or spelling errors.
- Meet and greet visitors in a cordial manner.
- Be highly organized and handle heavy workload conditions, calmly and efficiently.
- Use good diction and speak in a pleasant, clear and distinct manner.
- Be highly organized for fast-paced environment.
- Type with accuracy, 30 words per minute, and operate a ten key calculator.
- Deal with the public in an effective, professional and courteous manner and to establish and maintain effective working relationships with superiors, residents, and the general public.
- Sit at a desk and enter information in a computer for extended periods of time.
- Climb stairs while carrying supplies and recording devices.
- Lift filing boxes and large file folders.

Minimum Qualifications & Requirements:

- High school diploma, GED certificate. Some college work preferred.
- One to two years of related work experience.
- Computer proficiency in MS Office software. Able to operate internet applications, email, and proprietary software programs.
- A combination of education and experience that meets the minimum qualifications.
- Possession of a valid Florida Drivers License.

ACCOMMODATIONS:

Upon request, reasonable accommodations will be made for otherwise qualified individuals with a disability.

Approved:

I confirmed having received a copy of the Clerical Assistant job description.

Name

Date