

Housing Authority of the County of Tulare

Job Description

Job title: OFFICE ASSISTANT

Work Location: One or more of the agency office locations located in Tulare County

Department: ADMINISTRATION

Reports to: EXECUTIVE ASSISTANT

☒ **Full-time**
☐ **Part-time**

☐ **Exempt**
☒ **Nonexempt**

DEFINITION:

Under supervision, to do general typing, along with a variety of Housing Authority clerical works of a complex nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Types letters from rough drafts, marginal notes, verbal instructions or transcription machines.
- Gives out information over the telephone or by letter.
- Types records, letters, documents, reports and scanning etc. for various departments.
- Receives and distributes interoffice mail. Helps with general incoming mail on occasion.
- Applies daily postage to outgoing mail.
- Performs general computer data inputting.
- Checks columns of figures.
- Checks and tabulates statistical data.
- Keeps files in an organized manner and does filing on a regular basis.
- Inventories and requisitions office supplies.
- Collates client-briefing packets for area offices.
- Takes tenant applications over the telephone on a limited basis.
- Inputs employee leave information into computer and keeps employee timesheets and payroll information.
- Performs the duties of the Office Clerk/Receptionist in his/her absence.
- Assists Executive Assistant in organizing commissioners' packets and Board meeting documents, helps set up the boardroom for monthly Board of Commissioners meetings, and other meetings as requested.
- Acts as backup for taking and transcribing minutes from preconstruction conferences, Board meetings or safety committee meetings.
- Provides support for the administrative office, including human resources.
- Assists in training newly hired administrative staff.
- Translates into Spanish most letters, fliers and notices for Central Office and area offices.
- Submits criminal records checks.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- Two years of experience in typing and clerical work.
- Education may be substituted for the required experience if of an academic nature above the twelfth-grade level on the basis of one year of education equivalent to three months of experience or of a business or commercial nature above the twelfth-grade level on the basis of one year of education being equivalent to six months of experience.

KNOWLEDGE OF:

- Modern office methods, equipment and procedures, including word processing and Excel.
- Proper English usage and ability to spell correctly.
- Sufficient math skills to do accurate computations.
- Typing speed at not less than 50 words per minute.

SKILLS TO:

- Perform clerical work of a complex nature, including ability to spell correctly, good use the English language, make accurate and rapid mathematical computations.
- Follow written and oral directions.
- Analyze situations accurately and adopt an effective course of action.
- Computer literate in MS Office software.

DESIRABLE QUALIFICATIONS:

- Bilingual in Spanish which includes speaking, reading and writing.

PHYSICAL CHARACTERISTICS:

- Manual dexterity of the hands/wrists in order to operate a keyboard (computer and/or typewriter), calculator, dictation machine and other office equipment.
- Good eyesight to read and/or write, visually use a computer screen and able to type from written material for extended periods of time.
- Strength and flexibility in order to bend, reach, stoop and lift up to 30 pounds.
- Good hearing to accommodate and greet persons coming into the office, to handle telephone conversations and to transcribe from a dictation machine.
- Clear speech and verbal skills in order to communicate with the public and co-workers.
- Ability to operate a motor vehicle.
- Must have ability to cope with stressful circumstances and to cordially interact with co-workers to accomplish common tasks.
- Regular attendance required.

LICENSES/CERTIFICATES:

A valid California driver's license and acceptable DMV record.

Adopted: 2/2024