

Housing Authority of the City of East St. Louis

Job Description

Title: Administrative Assistant

Salary: \$32,803 (Non-Exempt)

Reports To: Assigned Manager

Position Description:

Responsible for all administrative routine and advanced duties necessary to support the activities of the department assigned.

Essential Duties:

1. Performs all administrative tasks, including special projects requiring a high degree of administrative acumen. Will be assigned ongoing administrative duties, which will vary from department to department.
2. Prepares meeting agendas, schedules meetings, takes meeting minutes and transcribes, prepares resolutions, and gathers any materials or data requiring board review.
3. Prepares files, and permits access to records in a manner consistent with local, state, federal laws, and ESLHA practices. Maintains confidentiality at all times.
4. Handles requests for appointments with the assigned staff members.
5. Composes and types correspondence, reports, and other documents accurately interpreting and applying ESLHA policies and practices.
6. May take dictation, open and sort incoming mail, schedule meetings, and perform other general clerical duties as assigned.
7. Accepts telephone calls and visitors for the assigned staff members, screening contacts and handling all routine matters when possible.
8. Maintains calendar of activities, meetings, appointments, and various events for the department.
9. Operates various standard office equipment, i.e., computers, calculators, copy machines, postage meters, tape recorders, etc.

10. Attends various meetings as instructed. Perform and maintain records minutes and notes.
11. Accepts inquiries from internal and external parties.
12. Performs other related duties as assigned.

Performance Standards:

- Attendance is reliable; leave does not exceed the amount permitted, the employee has no unexcused absences from the job and the employee is available to work during non-business hours as needed.
- Work priorities are clearly established and followed. Deadlines are met on all assignments.
- Employee exercises excellent telephone skills. No complaints are received regarding telephone etiquette from staff or from public.
- Employee demonstrates a high degree of professionalism, judgement, and discretion in the way duties is performed.
- Files are maintained in accordance to sound office management and record keeping practice.
- The public is treated with respect and courtesy; callers and visitors are screened and properly handled; and information is provided to the public accurately and appropriately.

Qualifications:

Education: A minimum of a high school diploma and two years of executive secretarial or business school required with a certificate of completion. A Bachelor's degree desirable.

Experience: A minimum of five years in office management/administration, preferably in public agency or similar government unit. No less than two years experience as an Administrative Assistant or Secretary. Supervisory experience desirable.

Special Skills: Accurate typing is performed at 50 wpm, with a 2% error rate.
Knowledge of standard business practices and protocols.
Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
Excellent public relations, oral and written communication skills.

Excellent organization skills.
Excellent Communications and Collaboration.
Ability to exercise considerable initiative, independent judgement and discretion in performing duties.

Other

Requirements: Excellent employment and character references.
 Maintain a valid driver's license and a safe driving record.
 Bondable.

Submit Resume to:

eslha-hr@eslha.org or online at: www.eslha.org

East St. Louis Housing Authority is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and shall not be construed as an exhaustive list of responsibilities, duties, and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the Housing Authority of the City of East St. Louis.