Stanislaus Regional Housing Authority
ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Job Announcement for the Position of

Office Assistant
$19.87 to $25.36/hour

THE AGENCY

Stanislaus Regional Housing Authority (Housing Authority), a public agency, corporate and politic, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 2290 units throughout the counties it serves under a variety of affordable housing programs including Public Housing, year-round farm labor housing, migrant housing and other affordable housing units.

The Housing Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the Stanislaus County Board of Supervisors.

MISSION

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

- Being sensitive to our client's needs and treating them with dignity and respect.
- Utilizing the talents and skills of our staff.
- Fostering partnerships.
- Utilizing resources in the most efficient and effective manner.

HOUSING

- Provide decent, safe and affordable rental housing and home ownership opportunities.

ECONOMIC DEVELOPMENT

- Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

COMMUNITY DEVELOPMENT

- Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

Equal Housing Opportunity

THE POSITION

The Office Assistant performs a variety of routine clerical duties including providing information to the public and assistance.

SUPERVISION RECEIVED AND EXERCISED

General supervision from Director of Regional Housing Choice Voucher/Director of Asset Management and/or department supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Types, and proofreads reports, forms, and letters.
- Updates and maintains records and files.
- Receives, sorts, and distributes incoming mail.
- Operates a photocopier, computer, and other office equipment.
- Answers the telephone, screens and forward calls or takes and forwards messages as required.
- Sorts and files documents and records and maintains alphabetical, index, and cross reference files.
- Submits reports and schedules.
- Other duties as may be assigned.

NON-ESSENTIAL DUTIES

- Enter data and information into a computer.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

High school diploma or general education degree (GED) and one year of responsible clerical experience.

KNOWLEDGE of:

Modern office procedures, methods, and computer equipment.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

ABILITY to:

Operate standard office equipment including a computer, word processor, and a photocopier.

Type at a minimum speed of 35 wpm. **(A current certificate must be submitted with your application)**

Perform routine clerical work with speed and accuracy.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION AND SELECTION PROCESS

To apply for this position applicants must complete and submit a Housing Authority Employment Application and a current typing certificate of at least 35 wpm (online typing certificates not accepted)**.** Employment applications are available online at https://stanregionalha.org/business-services/employment/ Until Filled.

Applications received on or before the deadline date will be screened for minimum qualifications. Applicants who are most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to take a written examination. Finalists passing the written examination within the required percentage range will appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Director of Rental Assistance Division who will interview the most qualified applicants. Final selection will be made by the Executive Director. The successful candidate will be required to complete a physical examination, paid for by the Housing Authority, certifying that the

applicants physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

OTHER

Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

BENEFIT INFORMATION

- Annual leave - 10 to 21 days per year.
- 15 paid holidays per year.
- Sick leave accrued at the rate of one (1) day per month.
- Insurance Coverage -The Authority contributes toward the medical, dental, vision, and life insurance combined monthly premiums.
- Retirement-The Authority is a member of the Public Employee's Retirement System (PERS).
- Employees hired after January 2013 are subject to the Pension Reform Act, AB 340.
- The Authority offers two voluntary Deferred Compensation Plans.
- The Authority participates in Social Security
- The Authority offers a Section 125 (Flexible spending) plan.
- Stanislaus Regional Housing Authority is also a qualified employer for the Public Service Loan Forgiveness (PSLF) program. The PSLF program forgives the remaining balance on your Direct Loans.

The Stanislaus Regional Housing Authority is an equal opportunity employer. The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000 (voice) or (209)557-2012 (TDD).