

ALLEGHENY COUNTY HOUSING AUTHORITY
301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136

Authority Position Available: DIVISION AIDE

Date Posted: April 26, 2022

Purpose

This is full time, 35 hour per week, clerical position, covered under a Collective Bargaining Agreement with Teamsters Local Union 250, performs a variety of clerical duties as assigned, such as typing, filing, data entry, etc. Work follows established procedures but calls for independent judgment to perform the job.

Essential Job Functions

1. Ability to efficiently operate common office equipment, such as typewriters, PCs, fax machines, scanners, photocopiers, calculators, adding machines, multifunction telephone systems, postage machines, etc.
2. Ability to timely and accurately organize, maintain and file documents and records.
3. Ability to make simple arithmetic computations, tabulations, and accurate name and number comparisons.
4. Must report to work at the scheduled time and is seldom absent from work.
5. Must complete work in a timely, accurate and thorough manner.
6. Must be highly organized and have the ability to manage multiple tasks in an efficient, organized fashion, and meet deadlines.
7. Must work effectively and relate well with others, including superiors, colleagues, and individuals inside and outside the Authority.
8. Exhibits a professional manner in dealing with others, and works to maintain constructive working relationships.
9. Displays excellent customer service skills.
10. Ability to communicate effectively and professionally, both verbally and in writing, in English, with customers, contractors, clients and staff.
11. Ability to interact effectively with people from a broad range of social and economic backgrounds; familiarity with dispute resolution concepts.
12. Maintain courteous behaviors and continuous communication with employees, residents, applicants, and representatives of other companies.
13. Provides role-model behaviors and paradigms for staff by following all company procedures and presenting a professional appearance appropriate to the image of the organization.
14. Perform other duties as prescribed by supervisory staff.

Required Knowledge and Abilities:

1. Must be computer literate and proficient in the use of Adobe and MS software (Windows; Outlook; Word; Excel; Access).
2. Demonstrated knowledge of clerical/bookkeeping practices.
3. Knowledge of the general operations of a public housing authority preferred, but not required.

Required Education/ Experience

High school diploma or equivalent, with any equivalent combination of education, training and experience in clerical office functions and customer service.

WAGE: \$21.34/HOUR (PER COLLECTIVE BARGAINING AGREEMENT)

If you require assistance when completing the employment application or you anticipate a need for accommodation during the selection process due to a disability, then please contact the Human Resources Department at 412-402-2436 or HR@achsng.com.

As a condition of employment, the candidate must successfully pass a post-offer physical examination, drug screen, and background security review and must be fully vaccinated against COVID-19 upon the date of hire with regular full-time employment being contingent upon successful completion of a probationary period. The Authority will allow for medical and religious exemptions from the requirements in accordance with state and federal law.

Frank Aggazio
Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,
ATTN: HR, 301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136 OR EMAILED TO: lulewis@achsng.com
AN EQUAL OPPORTUNITY EMPLOYER