

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

Authority Position Available: Administrative Assistant (Housing Choice Voucher Program)

Date Posted: May 4th, 2023

Purpose:

This is an administrative position responsible for day-to-day operations in the Housing Choice Voucher Program. This position works closely with the Director of HCVP as well as the Assistant Director and Quality Control Supervisor.

Essential Job Functions:

1. Answers general HCVP phone line; listens to voice mails and transfers to the correct staff member and will serve as a substitute when necessary for the HCV Department front window. Must respond to inquiries in a professional manner.
2. Forward emails from clients to the appropriate recipient.
3. Correctly scan and maintain electronic and paper filing systems, ensuring accuracy and easy access to important documents.
4. Monitor office supplies and equipment, placing orders as needed.
5. Organizes staff meetings when requested.
6. Schedules and sends hearing request letters to tenants.
7. Schedules appointments for department staff when requested.
8. Data enters information in the Elite software.
9. Assist with event planning and execution, including coordinating logistics and materials.
10. Aid applicants and tenants who need help with completing paperwork.
11. Manage department calendar.
12. Gather information to help the department.

Required Knowledge and Abilities:

1. Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. The employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
2. Communication and Contact: The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Authority.
3. Relationships with Others: The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the Authority. Exhibits a professional manner in dealing with others, and works to maintain constructive working relationships.
4. Hardworking, well organized, energetic, highly motivated, creative, and personable.
5. Ability to communicate with people from a broad range of social economic backgrounds

Required Education/ Experience:

- High school diploma or equivalent; additional qualifications or relevant experience is a plus
- Proficiency in MS Word and Outlook
- Discretion and confidentiality when handling sensitive information

WAGE: \$50,000/YEAR

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