

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

Authority Position Available: Part-Time Administrative Assistant (Temporary) Date Posted: January 10, 2023

Purpose

The Allegheny County Housing Authority is looking for temporary, part-time administrative assistants to assist in our housing management offices. These positions would work approximately 20 hours/week and would operate Monday-Friday between the hours of 8:00am to 5:00pm. These positions perform 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 job. These individuals need to be hardworking, highly organized, motivated, creative and personable.

Essential Job Functions

1. Provide general administrative support including mailing, scanning, faxing and copying
2. Ensure accurate and timely processing of applications, lease-ups, certifications, filing, and annual or interim recertifications
3. Assure all duties relative to housing, leasing, record keeping, and other related responsibilities, remain in compliance with all applicable local, state, and federal laws, rules, ordinances, and regulations
4. Must be computer literate and proficient in the use of Adobe and MS software (Windows; Outlook; Word; Excel; Access)
5. Ability to operate common office equipment, such as PC's, fax machine, scanners, copiers, printers, etc.
6. Ability to timely and accurately organize, maintain and file documents and records
7. Must be highly organized and have the ability to manage multiple tasks in an efficient, organized fashion and meet deadlines
8. Must be able to take direction and work effectively and relate well with others, including superiors, colleagues and individuals inside and outside the Authority
9. Exhibits a professional manner in dealing with others
10. Displays excellent customer service skills
11. Ability to communicate effectively and professionally

Required Education/ Experience

High school diploma or equivalent, with any combination of education, training and experience in clerical office functions and customer service. Must have and maintain a valid PA driver's license and use of a personal vehicle.

WAGE: \$15.00/HOUR

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.

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: jrobin@achsng.com
AN EQUAL OPPORTUNITY EMPLOYER