



Housing Authority
of the
County of Tulare

CLASSIFICATION: ADMINISTRATIVE SECRETARY

RESPONSIBLE TO: HUMAN RESOURCES-OFFICE MANAGER

DEFINITION: To provide assistance to the executive director and staff of the Housing Authority for standard, routine and delegable administrative tasks. Provide coordination of the various aspects of all projects.

EXAMPLES OF DUTIES: Under direction provides assistance in all aspects of day-to-day, short- and long-range administration of the Housing Authority. Duties include, but are not limited to: planning, coordinating and monitoring the completion of all routine work on a daily basis; monitoring, distributing and providing follow-up on all incoming and outgoing correspondence; performing a variety of administrative duties with a minimum of supervision, including writing, reviewing and occasionally signing, correspondence; helping train the administrative office clerical staff and newly hired administrative staff in all aspects of Housing Authority functions. Responsible for all aspects of the agency's Board of Commissioners meetings, including agendas, preparation of documents for board packets, and taking/transcribing/distribution of minutes. Prepares legal correspondence and documents for the agency's attorney. Takes and transcribes minutes from preconstruction conferences and safety committee meetings. Finalizes HAP billings for the housing department. Maintains all administrative files. Assists in compiling reports and the preparation of applications for submission to federal, state and local agencies. Provides back-up assistance to the Office Assistant in his/her absence. Provides back-up assistance at the front desk in the absence of the Office-Clerk Receptionist and/or Office Assistant. Provides support for human resources. Performs related work as required.

EDUCATION/EXPERIENCE: A minimum of five years' secretarial experience; knowledge of Housing Authority operations and related policies and procedures.

KNOWLEDGE OF: Approved modern office methods and practices, including word processing and spreadsheets; knowledgeable in grammar, punctuation and spelling; knowledge of personnel and supervision practices.

SKILLS TO: Handle a variety of duties in an organized manner, follow up effectively; maintain files and be able to retrieve filed material; compose correspondence with a minimum of instruction; perform administrative assignments independently; establish priorities and coordinate assignments from a variety of sources; must possess mature judgment, neat personal appearance, tact and discretion.

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Administrative Secretary (Continued)**

DESIRABLE QUALIFICATIONS: Computer experience; knowledge of all programs, projects and departmental functions.

PHYSICAL CHARACTERISTICS: Manual dexterity of the hands/wrists in order to operate a keyboard (computer and/or typewriter), calculator, dictation/recording machines and other office equipment; good eyesight to read and/or write and visually use a computer screen and type from written material for extended periods of time; strength and flexibility in order to bend, reach, stoop and lift; good hearing to accommodate and greet persons coming into the office, to handle telephone conversations, to transcribe from a dictation machine, and to take minutes at meetings; clear speech and verbal skills in order to communicate with the public and co-workers; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

LICENSES/CERTIFICATES: A valid California driver's license; Notary Public Commission.