



Housing Authority
of the
County of Tulare

CLASSIFICATION: OFFICE ASSISTANT

RESPONSIBLE TO: EXECUTIVE ASSISTANT

DEFINITION: Under supervision, to do general typing, along with a variety of Housing Authority clerical works of a complex nature, and to do other work as required.

EXAMPLES OF DUTIES: Types letters from rough drafts, marginal notes, verbal instructions or transcription machines; gives out information over the telephone or by letter; types records, letters, documents, reports, etc. for various departments; receives and distributes interoffice mail and helps with general incoming mail on occasion; performs general computer data inputting; checks columns of figures; checks and tabulates statistical data; prepares acknowledgments and replies from form letters; keeps files in an organized manner and does filing on a regular basis; inventories and requisitions office supplies; distributes interoffice correspondence; applies daily postage to outgoing mail; collates client-briefing packets for area offices; takes tenant applications over the telephone on a limited basis; inputs employee leave information into computer and keeps employee timesheets and payroll information; prepares and copies data, forms and other information for all offices as requested; performs the duties of the Office Clerk-Receptionist in his/her absence; assists Administrative Secretary/Executive Assistant in organizing commissioners' packets and board-meeting documents, and helps set up the boardroom for monthly Board of Commissioners meetings, and other meetings as requested; provides back-up assistance to the Administrative Secretary/Executive Assistant regarding finalizing HAP billings for the housing department; acts as backup for taking and transcribing minutes from preconstruction conferences and/or safety committee meetings; provides support for the administrative office, including human resources; assists in training newly hired administrative staff; helps with housing updates on a regular basis; assists accounting department with rents, utilities and other data entry; translates into Spanish most letters, fliers and notices for central office and area offices; maintains employee EIV paperwork; keeps track of all incoming contractors'/vendors' certificates of insurance; and does related work as required.

EDUCATION/EXPERIENCE: Two years of experience in typing and clerical work. Education may be substituted for the required experience if of an academic nature above the twelfth-grade level on the basis of one year of education equivalent to three months of experience; or of a business or commercial nature above the twelfth-grade level on the basis of one year of education being equivalent to six months of experience. Equivalent to graduation from high school.

KNOWLEDGE OF: Modern office methods, equipment and procedures, including word processing and Excel; proper English usage and ability to spell correctly; sufficient math skills to do accurate computations; typing speed at not less than 50 words per minute.

**Housing Authority of the County of Tulare
Office Assistant (Continued)**

SKILLS TO: Perform clerical work of a complex nature, including ability to spell correctly, use good English, and make accurate and rapid mathematical computations; follow written and oral directions; analyze situations accurately and adopt an effective course of action.

DESIRABLE QUALIFICATIONS: Computer experience.

PHYSICAL CHARACTERISTICS: Manual dexterity of the hands/wrists in order to operate a keyboard (computer and/or typewriter), calculator, dictation machine and other office equipment; good eyesight to read and/or write and visually use a computer screen and able to type from written material for extended periods of time; strength and flexibility in order to bend, reach, stoop and lift up to 30 pounds; good hearing to accommodate and greet persons coming into the office, to handle telephone conversations and to transcribe from a dictation machine; 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.