

CORPUS CHRISTI HOUSING AUTHORITY

NOTICE OF JOB VACANCY INTERNAL/EXTERNAL POSTING

Job Posting Number:	<u>20-01</u>	Job Title:	<u>ABM Executive Assistant</u>
Grade:	<u></u>	Opening Date:	<u>January 6, 2020</u>
Bi-Weekly Salary:	<u>Click here to enter text.</u>	Closing Date:	<u>Open until filled</u>
Per Hour:	<u>\$17.00</u>		
Work Location:	<u>3701 Ayers St., Corpus Christi, TX 78415</u>		
Number of Openings:	<u>1</u>	Type of Opening:	<u>Full Time</u>
		Driver's License Required:	<u>Yes</u>

Job Summary:

Under the general direction of the VP Rental Housing, performs responsible non-routine and relatively complex technical, secretarial, and administrative work assisting the VP Rental Housing for the Housing Authority; makes recommendations for solving administrative problems; performs specialized administrative projects as assigned, and provides general information and assistance to the public. Work requires contact with the public. Performs other duties as assigned.

Requirements:

1. Required - High School Diploma/GED and three (3) years of progressively responsible administrative experience.
2. Required - Must hold a valid Driver License and maintain a satisfactory driver's record.
3. Required - Ability to work hours other than 8-5 in variable weather conditions and overtime as required to meet Housing Authority goals and objectives.
4. Required - Ability to type with accuracy, skilled in note taking and meeting minutes.
5. Required - Provide excellent customer service.

This is an INTERNAL/EXTERNAL position vacancy announcement with consideration open to current employees and the public. (All CCHA employees must have at least six (6) months experience in their current position prior to applying for another Housing Authority position). **Section 3 participants are encouraged to apply.**

APPLICATION INSTRUCTIONS

Applications must be submitted in writing on the Housing Authority application form to the Housing Authority Central Office at 3701 Ayers St., Corpus Christi, Texas 78415 or they can be emailed to careers@hacc.org. Application forms are available at the central office and on the Authority website @ www.hacc.org. Please be sure that your application is filled out accurately and in detail. Your application must be complete when submitted and include all required signatures. The Corpus Christi Housing Authority reserves the right to disqualify any application that is incomplete. Previous applications will not be considered. Please include a resume with your application.

All job offers are contingent upon the applicant passing a drug test, physical exam, criminal history check and driver record check prior to employment with the Corpus Christi Housing Authority.

In accordance with the Americans and Disability Act, if special accommodations are required, please contact the CCHA Human Resources Department at 361-889-3310