

CORPUS CHRISTI HOUSING AUTHORITY

JOB DESCRIPTION

POSITION TITLE:	HCVP Executive Assistant	W-H Class:	Non-Exempt
		Hrs/Wk:	FT 40 hrs.
REPORTS TO:	Executive VP of HCVP	Salary Grade:	16
DEPARTMENT:	Housing Choice Voucher Program (HCVP)		

JOB SUMMARY:

Under the direction of the Executive VP of HCVP, the Executive Assistant is responsible for performing clerical and administrative duties in an office setting. This position assists HCVP staff by sorting mail, filing and performing data entry functions into the Yardi system. Must perform other duties as assigned. High level of professionalism is imperative.

JOB DUTIES AND RESPONSIBILITIES:

1. Performs executive level skills such as filing, sorting and distributing mail, envelope preparation, phone calls, correspondence, etc.
2. Performs data entry functions into multiple software programs.
3. Reviews source materials for completeness and accuracy prior to entry into the Yardi system.
4. Assists as needed with special projects and/or tasks.
5. Performs other related duties and responsibilities as assigned.

JOB REQUIREMENTS and PREFERENCES:

1. Required Education and Experience: High School graduate or GED equivalent with two (2) years of directly related experience.
2. Required - Must hold a valid Texas Driver License and maintain a satisfactory driver's record. May operate Authority vehicle while on Housing Authority business.
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. Preferred - One (1) year Yardi computer experience.

KNOWLEDGE, SKILLS, and ABILITIES:

1. Skilled in the use of personal computers; with a basic working knowledge of MS Word program and MS Excel required.
2. Ability to maintain confidential files and information.
3. Ability to work without close supervision.
4. Ability to maintain positive working relationships and demonstrate good judgment and integrity with staff, applicants, participants, and the public.
5. Ability to deal effectively with diverse groups and individuals.
6. Ability to plan and organize workload.
7. Ability to exercise good judgment in appraising situations and making decisions.

8. Utilizes supplies and equipment properly and without waste.
9. Works in a safety conscious manner which insures that safe work practices are used in order not to pose a risk to self and others.
10. Ability to successfully complete related training or classes as assigned by the Housing Authority.
11. Complies with company policies and procedures and local, state, and government regulations, and maintains a dependable attendance record.
12. Physical Demands: Primarily sedentary in nature, with occasional lifting or moving of small objects of approximately 10-25 pounds.

NOTE: The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this position.

I have read the job description for the position of Executive Assistant and understand what the job requires.

Executive Assistant

Date