

HOUSING AUTHORITY OF THE CITY OF LONG BRANCH
JOB DESCRIPTION

POSITION TITLE: Office Assistant

DEPARTMENT: Housing Management

REPORTS TO: Director of Housing Management

Employment Status: 35 hours per week
Full -time

FLSA Status: Non-Exempt

SUMMARY: Under the supervision of the Director of Housing Management or his/her Site Manager designee, the Office Assistant provides clerical and administrative support to Property Management Sites by performing duties related to resident housing, services, and compliance for the Site Manager; and performing other related duties as required.

SPECIAL NOTE: Positions in this class perform highly specialized and responsible secretarial and administrative clerical work requiring experience and familiarity with departmental functions and procedures. Employees frequently exercise independent judgment and make decisions in accordance with delegated responsibilities. Work is performed independently, requiring minimal review upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required, as deemed necessary by supervisory personnel.

- Maintain a high level of accuracy and confidentiality concerning financial and tenants
- Answer phone calls and direct to appropriate parties or take messages
- Collect monthly rent, provide receipt
- Greet visitors/tenant and provide general support (complaints, etc.), write work orders, Fax work orders, etc.
- Conduct site walk weekly, fax report to maintenance
- Manage office equipment, machines, or properties to office, maintain office supplies
- Organize and schedule appointments
- File documents in their corresponding location
- Maintain tenant files
- Copy, fax third party verifications
- Assist in the preparation of regularly scheduled reports
- Assist with tenant recertification, collect, copy, fax third party information
- Assist in move in/out
- Apply for certificate of occupancy
- Distribute letter to residents
- Perform other duties as assigned

KNOWLEDGE AND JOB REQUIREMENTS:

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

- Ability to read, write, speak understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Ability to understand, remember, and carries out oral and written directions.
- Ability to learn quickly from oral and written explanations and from demonstrations.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Responsible for reporting unusual or extraordinary circumstances regarding the LBHA facilities.
- Be aware of and always operate within OSHA (Occupational Safety & Health Act) standards and company safety policies.
- Effective time management skills.
- Ability to meet stated deadlines.
- Ability to work harmoniously with associates and others.
- Responsible for courteous, efficient responses to residents, applicants, and the public at all times.

SPECIAL REQUIREMENTS: Successful completion of an application for employment, drug screen, and background investigation.

MINIMUM TRAINING AND/OR EXPERIENCE: High School Diploma, GED or equivalent. Three (3) years of experience in the capacity of an Office Assistant or Secretary in a public or private organization. Required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

SUPERVISORY RESPONSIBILITIES: None.

MINIMUM LANGUAGE SKILLS: Ability to read a limited number of two and three-syllable words and basic numbers. Ability to speak simple sentences.

MATHEMATICAL SKILLS: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these mathematical operations using units of weight, measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

NEW JERSEY RESIDENCY LAW: Pursuant to “*New Jersey First Act,*” N.J.S.A. 52:14-7 (P.L. 2011, Chapter 70), effective September 1, 2011, all newly hired employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after the date of hire to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

I, _____ have read the above job description for my position, I fully understand the contents, and I shall perform these duties to the best of my ability.

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____