



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

ADMINISTRATIVE ASSISTANT – HCV SECTION 8

Department: Housing Choice Voucher / Section 8 **Reports to:** Executive Office
Job Type: Regular-Fulltime – Union 1303 **FLSA Code:** Non-Exempt
Rate: \$ 17.00/hourly
OPEN: 05/21/2021
Posting Expires: 05/31/2021

Position Summary:

Reporting to the Executive Office and working with the HCV- Section 8 office, the Administrative Assistant handles all administrative and clerical functions of the office and monitors adherence to policies and procedures on behalf of the Director of Housing Choice Voucher and HCV Manager.

Key Duties/Essential Job Functions:

1. Greet and provide assistance to visitors as needed.
2. Sort mail and type a wide variety of materials such as letters, reports, memorandums, and related documents.
3. Assist in the preparation of all reports and policies and performs all clerical functions.
4. Perform all clerical functions, as needed including composing, typing, duplicating, and maintaining/developing an efficient filing system.
5. Perform as a resource person for staff and the general public on questions related to Section 8 Program.
6. Transmit updated changes from the HUD Handbook to all staff members.
7. Schedule staff, landlord, participant and applicant meetings, hearings and reviews as instructed and attend when requested to do so. Prepare follow-up summaries of all the above.
8. Monitor repayment agreements and advise the Director of inconsistent and non- payments.
9. Assist the Section 8 Director, as assigned, in all aspects of administration of the Authority's Section 8 Program.
10. Take incoming calls, relays messages and takes appropriate action in emergency cases in the absence of the Director. Relieves on the switchboard as needed.
11. Log Inspection books daily. Maintain abatement monthly listing. Generate follow-up letter to participants/applicants.
12. List apartments in the log books for Section 8 participants/applicants in search of units.
13. Take and transcribe dictation.
14. Perform other duties as requested.

Qualifications/Education:

High School Diploma, GED, with at least three to five years' work experience in an administrative or clerical capacity. Associate Degree in Office Administration or a Business School certificate may be substituted for one year of experience. Knowledge of MS Office Suite; type 70 wpm. Must be familiar with standard office procedures. Should possess knowledge of HUD regulations pertaining to the Section 8 Program. Must take shorthand. Must be familiar with Wang word processing equipment. Must be able to coordinate the workflow of Director. Excellent composition skills, grammar, punctuation, spelling, style etc. and telephone demeanor. Must have the ability to listen and communicate with a broad range of individuals. Excellent communication skills, both verbal and written. Cooperative and courteous to the public and a team player. Work



independently without direct supervision. Possess a valid CT driver's license and travel to various sites unaccompanied, as required.

Working Conditions/Physical Requirements:

Sitting and working on computer for extended period of time, typing, reading, writing, filing, copying, faxing, answering incoming/outgoing calls, attending meetings/trainings, and traveling to PCC sites unaccompanied.