



HOUSING AUTHORITY OF THE CITY OF TULSA

CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED BY Until Filled

Administrative Assistant \$13.94/hour

DEPARTMENT: Housing Operations

REPORTS TO: Vice President – Housing Operations

POSITION SUMMARY:

Individual performs non-routine clerical operations of an office. Job duties could include, but are not limited to, word processing, typing, filing, answering phones, preparing, handling and directing correspondence and assisting others as required. This position requires the exercise of independent discretion and judgment in performing prescribed tasks. Provide clerical support to departmental personnel through the operation of a variety of commonly-used office machines such as a computer, printer, typewriter, photocopier, calculator, and other like equipment. Analyzes and writes, types, or enters information into computer to prepare non-routine complex correspondence, contracts, bills, statements, receipts, checks, or other documents, copying information from one record to another. Individual utilizes the features of standard computer software packages to accomplish the following type of tasks: word processing - entering non-standard text for contracts, letters and reports; spreadsheet applications - develop spreadsheets for various applications and input and update data, as required. Addresses envelopes or packages and ensures they are mailed in a timely manner. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail, as required. Files and maintains custody of all correspondence, contracts, documents, plans, specifications, and reports and records. Prepares minutes and agendas for departmental meetings, conducts follow-up action for department management. Drafts correspondence, memoranda and related material, as well as assists in preparation of all required documents, contracts, and contract compliance. Coordinates and compiles reports possibly from raw data, to include researching information of a complex nature for documentation and decision making. Individual interacts in sensitive and confidential situations with professionalism and discretion. Cooperates with other staff in handling unusual workload requirements. Maintains support systems such as calendars, tickler system, filing system, archived materials, and data base.

Coordinate meetings. Coordinate travel arrangements, as necessary. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. One year certificate from college or technical school in Administrative related field
2. OR three to five years' related experience and/or training; or equivalent combination of education and experience.
3. Must be proficient with Word, Excel and other MS Office applications
4. Must possess a valid Oklahoma Driver's License.

ORGANIZATION:

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

MISSION STATEMENT:

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

***An Equal Opportunity / Affirmative Action Employer
We perform criminal background checks and drug testing.
Men, women, and THA residents are encouraged to apply.***

TO APPLY:

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulсахousing.org or fax to 918-581-5721. You may apply online at www.tulсахousing.org.

Applications and resumes may be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 East Independence
Tulsa, OK 74106

Closes: Until Filled