



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT
PVA #10-18**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 03/08/2019

Deadline: 03/18/2019

**OFFICE ASSISTANT
HOUSING**

Salary: \$22,466.04 per year

Status: Full-Time Regular Position

GENERAL DEFINITION OF WORK:

Performs responsible clerical work preparing and maintaining business records and reports. Work is performed under regular supervision.

TYPICAL TASKS: (Examples Only)

Computes rental rates, collects rent, and posts rent to records;
Answers telephone, meets and assists clients; provides routine information;
Checks forms, records, reports, applications and other materials for accuracy, completeness and conformity with established procedures; Follows-up with clients, Authority employees, etc., to obtain additional information when necessary; Types letters, reports, contracts, proposals, re-certifications, newsletters, write-ups and other material from rough drafts, marginal notes or verbal instructions; Posts information to records; Handles records, files, correspondence, etc. relating to the moving of residents; Calls in vacancies to Maintenance Department; Pulls information from various sources for records and reports; Performs specialized tasks such as delivering letters to homes, handing out newsletters to residents, mass mailings, distributing flyers, etc; Answers inquiries about routine procedures and policies; Maintains files and assigns items to their proper place; Composes routine correspondence; Perform related tasks as required; Receives work orders as required and preparing information for vacant units.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of standard office practices and procedures;
Thorough knowledge of business English, spelling and arithmetic;
General knowledge of office filing and record keeping systems;
Ability to type accurately and at a reasonable rate of speed;
Ability to add, subtract, multiply, and divide using whole numbers, common fractions and decimals;
Ability to read and comprehend simple instructions, short correspondence, and memos;
Ability to write simple correspondence;
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions;
Ability to operate office machines such as computers and calculators;
Ability to establish and maintain effective working relationships with employees, residents, and the general public.

EDUCATION AND EXPERIENCE: (The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

Any combination of education and experience equivalent to a High School Diploma, supplemented by coursework in typing and office procedures and some (1 year minimum) office-related experience is required. Experience in use of Microsoft Word and Excel computer software programs desired.

WORKING CONDITIONS:

Physical Activity

Sedentary work with occasional exertion of up to 10 pounds of force and/or frequent or constant exertion of a negligible amount of force to lift, carry, push, pull or otherwise move objects.

Requires frequent sitting.

Requires repetitive motion and/or level of manual dexterity sufficient to operate typewriter, computer keyboard, telephone, facsimile machine, calculator and other office equipment.

Sensory Requirements

Visual acuity is required to prepare and analyze written or computer data, operation of office equipment, and to observe general surroundings and activities

Environmental Conditions

None: The worker is not substantially exposed to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Valid driver's license in the Commonwealth of Virginia.