



HOUSING AUTHORITIES ★ CITY OF EUREKA & COUNTY OF HUMBOLDT

735 WEST EVERDING STREET, EUREKA CA 95503
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111



POSITION: Office Assistant

APPLICATION CLOSING DATE: Open until filled.

The Eureka Housing Authority is seeking an individual to fill the Office Assistant position. This is a full-time, year-round position and enjoys all the salary and benefits of a full-time employee as described in the Housing Authorities Personnel Policy.

Please request a application packet via email to Heather, Human Resources Manager at heatherh@eurekahumboldt.org. In your email, please use a subject line of "Office Assistant". In the body, please request an application package. The package will include a job description, a benefit and salary description, and application for employment. This package may also be picked up at the Housing Authority main office at 735 West Everding Street, Eureka, CA packet box located at the exterior of the front entry door.

To be considered for an interview, you must provide a letter of interest and resume along with the standard application included in the package. All application submissions that do not include all three documents, letter of interest, resume and standard application, will not be considered.

Interviews will be scheduled as soon as possible. A hiring decision will be made after completion of the interviews. At the time of the job offer the position is available contingent on a successful background check and a work fitness exam.



The Housing Authorities are Equal Housing Opportunity Organizations



**CITY OF EUREKA HOUSING AUTHORITY
COUNTY OF HUMBOLDT HOUSING AUTHORITY
Job Description**

Job descriptions are written as a representative list of the ADA essential duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.

Job Title: Office Assistant

Date: January 2023

Grade: 91 / \$3,536.00 - \$4,298.00 per mo. FLSA Status: Non-Exempt

JOB SUMMARY

Incumbents in this classification perform a wide variety of responsible office support and administrative functions in support of the assigned department. The Office Assistant position requires proficiency in the full range of general office services and functions as well as knowledge of the services of their department and work assignment.

DIRECTLY RESPONSIBLE TO

Appropriate department supervisor. May receive assignments from Housing Specialist personnel as required.

DISTINGUISHING CHARACTERISTICS

The Office Assistant will be performing well defined, semi-routine and routine functions with relatively close supervision. Attention to detail is required.

TYPICAL DUTIES AND RESPONSIBILITIES

This list is meant to be representative, not exhaustive.

Greets clients in a welcoming, professional manner and through genuine and positive communication, makes each customer feel informed and understood either by phone, in person or through electronic media. Assesses customer needs and explains services, processes, procedures, and guidelines. Handles requests or directs the person or matter to the proper sources.

- Possess good organizational skills and ability to handle multiple tasks in a fast-paced environment.
- Work cooperatively with others, have a positive attitude and be dependable.
- Must be able to handle confidential material, maintain composure under pressure and assume responsibility without direct supervision.
- Reviews applications, recertification forms, documentation, records, reports and other documents for accuracy, completeness, and conformity to established standards and procedures.
- Processes forms or applications to ensure accuracy and completeness, verifies information, enters data and forwards or files paperwork.
- Uses a personal computer and a variety of office software applications including word processing, email, and file management. Creates documents in Word or uses predefined templates and form letters.
- Operates office equipment such as printers, copy machines, fax machines.
- Responsible for copying and assembling packets. This may require standing for extended periods of time.

- Enters information into software and ensures the accuracy and completeness of the data, and generates reports or outputs as needed.
- Copy tenant/landlord HAP contracts and any other related documents.
- Reviews completed Portability Request forms and fax to proper Housing Authority.
- Process appointment letters and packets for Eureka Family Housing and mail.
- Files and retrieves documents, applications, folders and develops or modifies filing practices.
- Compile second files for all programs as necessary.
- Performs a variety of arithmetic calculations.
- Relates public concerns and complaints in writing to the proper authority.
- Performs other related duties as assigned.
- Receives mail and packages and ensures that are distributed.
- Bilingual language skills, both verbal and written, are a plus.

WORK ENVIRONMENT AND PHYSICAL CHARACTERISTICS

Position involves sitting for extended periods of time while working at a computer terminal. Positions in this job typically work in an office setting but may be assigned more physical duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

High school diploma or equivalent with the ability to read and write at a level consistent with the requirements of the position.

Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include experience working in an office environment involving public contact.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform, each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- English writing skills, grammar punctuation, and spelling, basic mathematics; standard types of office filing systems, proper telephone etiquette and techniques; standard office software applications; standard office equipment.
- Contemporary office practices, procedures and techniques;

Skills in:

- Operating a computer and various software packages;
- Operating a variety of office equipment;
- Identifying clients' needs and matching them with available resources

Ability to:

- Effectively balance multiple priorities and remain focused to achieve results in an office that can be a high-demand, fast paced environment.
- Type efficiently, use various software applications; follow instructions; organize and prioritize work; perform basic research and report results; read and apply rules, regulations, and procedures; proofread material and make necessary corrections;

accurate filing and recordkeeping; select appropriate business formats, work cooperatively and effectively to maintain effective positive working relationships with coworkers, business associates, clients and the public.

- Maintain a reliable and dependable attendance record.
- Locate information using electronic resources, including the Intranet and Internet, as assigned

BEHAVIORAL COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies.

- Internal and External service: Meet the expectations and requirements of clients and colleagues with respect and professionalism. Identify, understand, monitor and measure the needs of both.
- Effective communication: Ensure important information is passed to those who need to know; convey necessary information clearly and effectively orally or in writing; demonstrate attention to, and convey understanding of, the comments and questions of others; and listens effectively.
- Quality and Commitment; Demonstrate accuracy and thoroughness; look for ways to improve and promote performance.
- Responsiveness and Accountability: Demonstrate a high level of conscientiousness; hold oneself personally responsible for one's own work.

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.

The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee often required to stand and walk. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near or with a computer terminal. The noise level in the work environment is usually active and can be loud.

Housing Authorities of the City of Eureka and County of Humboldt
735 W. Everding Street
Eureka, CA 95503
(707) 443-4583

Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classes. Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. Additionally, you may attach a résumé, but all questions must still be answered.

POSITION APPLYING FOR _____

DIRECTIONS FOR COMPLETING THIS APPLICATION:

1. This application must be printed or typed.
2. All sections of this application must be completed. Items left blank may be cause for disqualification.
3. Additional information may be attached (stapled) to the application.
4. Resumes are not an acceptable alternative to a completed application.

1. NAME: _____
Last Name First Name Middle Name

2. ADDRESS: _____
Street City State Zip

3. PHONE NUMBERS: (_____) _____
Home Business/Cell

4. SOCIAL SECURITY NUMBER: _____

5. Are you authorized to work in the United States on an unrestricted basis: Yes No

6. Do you have any physical ailments or disabilities that may prevent you from performing the duties of the position for which you are applying? Yes No

(Note that passing a qualifying health examination prior to employment is mandatory.)

If yes, please explain: _____

7. Have you been discharged, forced to resign, or rejected during a probationary period from any employment within the last ten years? Yes No

If yes, give name and address of employer, reason for each release and dates of employment: _____

8. Are you required to register as a Sex Offender? Yes No

9. Are you required to register as a Drug Offender? Yes No

10. Have you ever worked for the Housing Authority of the City of Eureka? Yes No
11. Do you have any relatives employed by the Housing Authority? Yes No
12. Do you have a current California Driver's License? Yes No

License No: _____ Expiration Date: _____

Note: possession of a current unrestricted driver's license is mandatory for this job; a DMV printout will be required for finalists.

13. EDUCATION

Name of High School: _____

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

Name of College: _____

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

Name of Other School: _____

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

14. Are you fluent in any languages other than English? If so, please specify:

Language _____ Fluent in: Speaking Reading Writing

Language _____ Fluent in: Speaking Reading Writing

15. Special skills: List any special skills or experience that you feel would help you in the position for which you are applying. _____

16. References: Please list at least three professional references not related to you, with full name, address, phone number, and relationship. If you don't have professional references, then list personal, unrelated (non-family) references.

Name	Address	Phone	Relationship

17. WORK EXPERIENCE: Begin with the present or most recent work experience and account for ALL time during the past five (5) years. Use additional sheets if necessary. Voluntary non-paid experience will be considered if job related.

Employer's Name: _____

Address: _____
Street City State Zip

Duties performed: _____

Salary per month \$ _____ Full time: Part time: Volunteer:

Reason for leaving: _____

Supervisor's name and phone number: _____

Employer's Name: _____

Address: _____
Street City State Zip

Duties performed: _____

Salary per month \$ _____ Full time: Part time: Volunteer:

Reason for leaving: _____

Supervisor's name and phone number: _____

Employer's Name: _____

Address: _____
Street City State Zip

Duties performed: _____

Salary per month \$ _____ Full time: Part time: Volunteer:

Reason for leaving: _____

Supervisor's name and phone number: _____

18. Please explain any periods of non-employment: _____

19. May we contact your present employer? Yes No

20. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand and agree that misstatements or omissions of material fact will cause forfeiture of my right to employment by the Housing Authorities.

I AUTHORIZE the employers and educational institutions identified in this application to release any information they have concerning my employment or education to the Housing Authorities.

I UNDERSTAND that after a conditional offer of employment has been extended I will be required to provide proof of qualifications and submit to a physical examination (including pre-employment drug testing) and a criminal background check. If upon checking these, it is determined that I do not meet the specific requirements for this job, I understand I will be disqualified.

APPLICANT'S SIGNATURE: _____ DATE: _____