

**Office Assistant**  
**Housing Authority of the City of Eureka & Housing Authority of the County of Humboldt**  
**Salary Range:**  
**Office Assistant: \$3884 - \$4,722/month DOE + benefits**

**Position Summary**

The Office Assistant supports the office in a variety of support and administration of the Tenant Services and other departments as assigned. Under the supervision of the Housing Programs Supervisor, this position assists Housing Specialist staff with various duties while ensuring adherence to HUD regulations.

**Ideal Candidate**

Ideal candidates are a customer-focused professional who is detail-oriented, compassionate, and committed to helping individuals and families access safe, affordable housing while maintaining compliance with federal housing regulations. High School or GED required. At least one year of customer service, public contact, or related experience. Ability to type at least 50 WPM. CPR and First Aid certification preferred.

**Why Join Us?**

- Competitive salary and benefits package
- Stable public-sector employment
- Meaningful work serving local communities
- Opportunities for advancement through Housing Specialist career levels

Interested persons should stop by the Eureka Housing Authority located at 735 W. Everding Street in Eureka to request an application package or visit our website at [www.eurekahumboldtha.org](http://www.eurekahumboldtha.org) for application packet which includes complete job descriptions and an application for employment. **Applicants must return a cover letter (letter of interest) and a resume along with the standard application included in the package. Packets can be dropped off in office or emailed to [hr@eurekahumboldtha.org](mailto:hr@eurekahumboldtha.org).**

Application Packets for Office Assistant will accepted until **October 7<sup>th</sup>**.

**The Housing Authority is an Equal Opportunity Employer and encourages qualified applicants from all backgrounds to apply.**

**HOUSNIG AUTHORITY OF THE CITY OF EUREKA  
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

**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: May 2025**

**Salary: See Job posting for current Salary Range**

**FLSA Status: Non-Exempt**

**Under the Direction of: Housing Programs Supervisor**

**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.

**Essential Duties and Responsibilities** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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 and punctual.
- 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,

excel, 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, scans and attaches file as needed.
- Review completed Portability Request forms and fax to proper Housing Authority. Scans and attaches files as needed.
- Process appointment letters and packets for all programs and mail.
- Files and retrieves documents, applications, folders and develops or modifies filing practices.
- Performs briefings
- Conduct file reviews with legend
- Monitors wait list
- 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.

Type a minimum of 50 words per minute.

Any combination of training and/or experience which demonstrates the 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 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 35 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.*

### Application information

|                                                              |                                                                                                                                                |                             |                                                                                                                          |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Full name:                                                   | <hr/>                                                                                                                                          | Date:                       | <hr/>                                                                                                                    |
|                                                              | <div style="display: flex; justify-content: space-around;"><span><i>Last</i></span><span><i>First</i></span><span><i>M.I.</i></span></div>     |                             |                                                                                                                          |
| Address:                                                     | <hr/>                                                                                                                                          | Phone:                      | <hr/>                                                                                                                    |
|                                                              | <div style="display: flex; justify-content: space-between;"><span><i>Street address</i></span><span><i>Apt/Unit #</i></span></div>             |                             |                                                                                                                          |
|                                                              | <hr/>                                                                                                                                          | Email:                      | <hr/>                                                                                                                    |
|                                                              | <div style="display: flex; justify-content: space-around;"><span><i>City</i></span><span><i>State</i></span><span><i>Zip Code</i></span></div> |                             |                                                                                                                          |
| Date Available:                                              | <hr/>                                                                                                                                          | Desired salary:             | <div style="display: flex; align-items: center;"><div>\$</div><div><hr/></div></div>                                     |
| Position applied for:                                        | <hr/>                                                                                                                                          |                             |                                                                                                                          |
| Are you a citizen of the United States?                      | Yes <input type="checkbox"/>                                                                                                                   | No <input type="checkbox"/> |                                                                                                                          |
| If no, are you authorized to work in the U.S.?               | Yes <input type="checkbox"/>                                                                                                                   | No <input type="checkbox"/> |                                                                                                                          |
| Do you have a current valid California Drivers License?      | Yes <input type="checkbox"/>                                                                                                                   | No <input type="checkbox"/> |                                                                                                                          |
| Have you ever worked for this company?                       | Yes <input type="checkbox"/>                                                                                                                   | No <input type="checkbox"/> | <div style="display: flex; align-items: center;"><div>If yes, when?</div><div><hr/></div></div>                          |
| Do you have any relatives employed by the Housing Authority? | Yes <input type="checkbox"/>                                                                                                                   | No <input type="checkbox"/> | <div style="display: flex; align-items: center;"><div>If yes, who and what is your relation?</div><div><hr/></div></div> |

## Education

|                 |          |                                                                                     |
|-----------------|----------|-------------------------------------------------------------------------------------|
| High School/GED | Address: |                                                                                     |
| From:           | To:      | Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Diploma: |
| College:        | Address: |                                                                                     |
| From:           | To:      | Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Degree:  |
| Other:          | Address: |                                                                                     |
| From:           | To:      | Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Degree:  |

## References

Please list three professional references.

|            |              |
|------------|--------------|
| Full name: | Relationship |
| Company:   | Phone:       |
| Address:   | Email:       |
| Full name: | Relationship |
| Company:   | Phone:       |
| Address:   | Email:       |
| Full name: | Relationship |
| Company:   | Phone:       |
| Address:   | Email:       |

## Previous Employment

|                                                          |                              |                             |
|----------------------------------------------------------|------------------------------|-----------------------------|
| Company:                                                 | Phone:                       |                             |
| Address:                                                 | Supervisor:                  |                             |
| Job title:                                               | From:                        | To:                         |
| Responsibilities:                                        |                              |                             |
| May we contact your previous supervisor for a reference? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes ☐ No ☐

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 ☐

## Disclaimer and signature

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 may be required to provide proof of qualifications. I also understand that dependent on the job requirements, I may need to submit to a physical examination, including pre-employment drug testing, a criminal and/or financial background check, and may be required to submit a DMV driver history printout. If upon checking these, it is determined that I do not meet the specific requirements for this job, I understand I will be disqualified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_