

Copper River Basin Regional Housing Authority
PO Box 89
Glennallen, Alaska 99588

Administrative Assistant

/Job Title: Administrative Assistant	Division: Administration
Reports to: President/CEO	
Classification: Regular	Date Revised: 2/19/20
Safety Sensitive: No	Status: Non-Exempt
Work Schedule: 25-40 hours/week	Salary: Range (pull from wage survey) or DOE

Job Summary

- Under the general supervision of the Business Manager and /or designee. This position provides administrative support to the administration of the Copper River Basin Regional Housing Authority assisting in support of housing management.

Examples of Essential Functions

- Greet public, employees and others and answers phone in a professional manner
- Receives, files, and issues receipts for payments for CRBRHA and the housing department
- Responsible for processing new applicants for affordable rent apartments and Mutual Help homes.
- Responsible for data entry of re-certifications for affordable housing units
- Sends out monthly billing statements/also late fee
- Receives and distributes emails/faxes and ensures proper visibility
- Receives and opens mail, distributes to appropriate personnel
- Assists in filing, Board of Commissioners meetings, mailing notices, telephoning confirmations
- Organizes and files a variety of documents
- Provide administrative support to other departments as needed
- Assists with community project work as needed
- Assists the management and other staff with other tasks and special projects as needed
- Manage and prioritize work orders.
- Maintain work order status list.
- Performs other duties as assigned.

Knowledge + Skills

- Knowledge of policies and procedures
- Knowledge of standard office practices and procedures

- Knowledge of basic accounting, including handling of payments and deposits
- Skill in filing and record keeping
- Skill in using personal computers and office-related software (Microsoft Suite, Excel, HDS)
- Skill in organization
- Skill in both verbal and written communication

Minimum Qualifications

Education + Experience

- Must have a high school degree or equivalent (GED)
- Must have at least two (1) years' experience in an office or administration work; some related technical training and/or accounting training/experience preferred.

Registration, Certification or Licensing

Valid Alaska Driver's License

Physical Requirements

There are no special or unusual physical requirements for this position

Working Conditions

This position is typically a sedentary position that requires mostly sitting and minimal walking and standing, with occasional requirements to travel.

Preferred

- American Indian/Alaska Native (member of federally recognized tribe).
- Knowledge of Ahtna region preferred

Agreements

CRBRHA expects employees to embody the mission the organization "to provide and maintain affordable, energy efficient, safe and suitable housing to benefit Ahtna Tribal Members, Alaska Natives and American Indians and the Copper River Basin with a focus placed on self-sufficiency and economic development."

CRBRHA is an alcohol and drug free workplace.

The job description does not constitute an employment agreement between CRBRHA and any employee or candidate for employment and is subject to change at CRBRHA's sole discretion as the needs of CRBRHA and requirements of the job change.

Employee's acknowledgement:

Date:
