

HOUSING AUTHORITY OF THE COUNTY OF KERN
601 - 24th Street
Bakersfield, CA 93301

NOTICE OF POSITION VACANCY
OPEN AND PROMOTIONAL

TITLE: Office Assistant I (full-time and part-time positions)

LOCATION: Kern County, CA

SALARY: \$15.4383 – 18.8471 per hour

TO APPLY: Submit an application online at www.kernha.org. Attach a resume and copies of pertinent trainings or certifications, if any.

SUMMARY

Under supervision, does general typing and performs varied clerical work of moderate difficulty; does other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Uses computer to compile information and prepare reports, business correspondence and other materials.

Composes and prepares answers to routine letters.

Files documents and maintains filing system, including scanning to and filing in document storage systems.

Acts as a receptionist.

Maintains an adequate stock of office supplies by taking periodic inventory, requisitioning supplies and controlling the receipt of supplies.

May accept, date stamp, log, input and file applications for housing assistance.

May maintain schedule for Section 8 Inspectors, including setting up appointments and notifying residents and property owners.

May retrieve criminal background history reports of applicants and residents of housing programs.

Sorts and distributes mail, answers multi-line telephone, and performs similar duties.

Answers questions concerning the organization or department, or refers persons to another source of information.

Explains program requirements to applicants and residents.

Keeps tickler files up to date.

Operates and maintains a variety of office machines, such as photocopier, postage meter, and fax machine, typewriter, two-way radio, and multi-line phone system.

Option I: Live Off-Site

Employees filling this position will work at the Central Office or at a property owned and/or operated by the Housing Authority but will not live on-site nor be granted an apartment as part of their compensation.

Option II: Live On-Site

Employees filling this position will work at a property owned and/or operated by the Housing Authority and will be required to live on-site. Their housing and utilities are included as part of their compensation.

SUPERVISORY RESPONSIBILITIES

May supervise temporary clerical assistants.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Graduation from high school or equivalent and six months of experience as a Housing Authority clerical trainee, or one year of experience in data entry and clerical work. Education may be substituted for the required experience if (a) of an academic nature above the twelfth grade level on the basis of one year of education being equivalent to three months of experience; or (b) of a business or commercial nature above the twelfth grade level on the basis of one year of education being equivalent to six months of experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions; sort correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to residents and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a typing certificate verifying a typing speed of 35 words per minute. Must possess a valid California driver license and be insurable by the Housing Authority automobile insurance carrier.

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.

While performing the duties of this job, the employee is frequently required to sit at a desk for long periods of time. Must be able to input and retrieve data from a computer or computer terminal. Must be able to communicate effectively verbally and in writing. Must occasionally lift and/or move up to 35 pounds.

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 is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

BENEFITS

The Housing Authority is hiring for full-time and part-time positions. Regular full-time positions will be entitled to all benefits afforded regular full-time employees of the Housing Authority - including medical, dental, vision, and life insurance; CalPERS retirement (employer match); sick leave; vacation and holiday pay. Part-time positions will be entitled to only benefits required by law, eg. workers compensation, paid sick leave.

SALARY PLAN

Each class or position in the Housing Authority is assigned a salary range with five steps or rates of pay. Newly hired employees begin on the first step of the appropriate salary range.

OTHER QUALIFICATIONS

1. Valid California driver license. Employee selected must be insurable by the agency insurance carrier. The Housing Authority will review driving records of candidates selected post offer.
2. Ability to communicate effectively orally and in writing in English is a requirement and may be subject to testing.
3. Applications will be screened for qualification fulfillment prior to interviewing. Please complete your application forms accurately, thoroughly and neatly. During the screening process, no assumptions will be made as to the quality, quantity or suitability of an applicant's previous experience. References will be verified post-interview.
4. ADA/Testing Accommodations: If you have a disability that requires accommodation for the examination process, you are required to notify the Personnel Director by the filing deadline.

APPLICATION

Candidates must be specific and complete in describing their qualifications for this position. Please attach resume and copies of any other certifications to your application. Based upon information presented on applications, a limited number of candidates with qualifications most applicable to this position will be scheduled for an interview appointment. Failure to state all pertinent qualifications may lead to elimination from competition.

In the event that we determine there are an insufficient number of qualified candidates in the applicant pool, the Housing Authority reserves the right to defer interviews to another time.

The Housing Authority of the County of Kern does not discriminate on the basis of handicap in admission or access to or treatment or employment in its federally assisted program activities.

Applications will be accepted at the Housing Authority official website at:

www.kernha.org

Recruitment closes: Friday, April 16, 2021 at 5:00pm

THE HOUSING AUTHORITY OF THE COUNTY OF KERN
IS AN EQUAL OPPORTUNITY EMPLOYER