

Application for Employment

Position You Are Applying For _____

Date Available for Work: _____

PERSONAL INFORMATION			
Last Name	First Name	Middle	
Address	City	State	Zip
Home Phone: _____	Cell Phone: _____	Email address: _____	
Social Security Number: _____			
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If selected for employment are you willing to submit to a pre-employment drug screening test? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION				
School Name	Location	Years Attended	Degree Received	Major

Other training, certifications or licenses held: _____

EMPLOYMENT	
Employer: _____	Dates Employed: _____
Work Phone: _____	Pay Rate: \$ _____ to _____
Address: _____	
City: _____	State: _____ Zip: _____
Position: _____	
Duties Performed: _____	
Supervisors Name and Title: _____	
Reason for leaving: _____	
May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES			
Name	Title	Company	Phone

Acknowledgement and Authorization
<input type="checkbox"/> I certify that all answers given herein are true and complete to the best of my knowledge.
<input type="checkbox"/> I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
<input type="checkbox"/> In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant _____ Date _____

APALACHICOLA HOUSING AUTHORITY ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Job Title: Administrative Assistant

Report to: AHA Executive Director

Prerequisites:

- High School Diploma or GED
- Minimum of 5 years office experience preferred
- Excellent Communication and Listening Skills
- Excellent Computer Skills

Working Hours: Monday – Thursday (9am – 4:30pm)

Status: Non-Exempt

Physical Abilities:

The Administrative Assistant must be able to perform all essential functions including, but not limited to the following: able to sit and walk most of the day; able to reach, turn, twist; able to lift and carry forty (40) pounds, push pull, and handle all reasonable and customary objects at the level required to meet the demands of the job; has bilateral manual dexterity of grasping/holding, feeling, writing, typing; have senses of seeing (with good field of vision and visual accommodation) and hearing, with excellent verbal communication and listening skills; function effectively in confined spaces; maintain mental and emotional stability, keeping a safe environment by adhering to the policies outlined in all AHA and HUD policies.

Duties:

The Administrative Assistant will assist AHA staff by performing routine duties in caring for AHA needs. These may include, but are not limited to:

- 1.) Ensuring daily rental monies are collected, receipted and deposited
- 2.) Daily processing rental monies collected into SACS.
- 3.) Daily printing of the following in the SACS system:
 - a.) Any additional receipts
 - b.) Daily Reports, which includes balancing the daily reports
 - c.) Printing Daily Statement of Operations within the SACS system
- 4.) Ensuring monthly back-up of computer systems is completed.
- 5.) Monthly processes within the SACS system, such as
 - a.) Balance of Monthly Statement
 - b.) Printing Monthly Reports
 - c.) Printing Monthly Tenant Detail
 - d.) Printing Rent/ Unit Changes

- e.) Printing Security Deposit Report
- f.) Downloading any SACS updates
- 6.) Input of Monthly Deposits in the SACS system.
- 7.) Balance of Monthly Financial Statements.
- 8.) Printing of Rent Roll.
- 9.) Edit Tenant list to reflect any rent changes for the month
- 10.) Print/Update tenant applications
- 11.) Type, copy and mail any correspondence as directed by Executive Director
- 12.) Ensure Public Housing Quarterly Occupancy Reports are complete, accurate and submitted.
- 13.) Assist in the end of year audit, providing documentation as requested.
- 14.) Assist the Executive Director in printing / verifying end of year reports within the SACS system.
- 15.) Assist the Executive Director in printing/ verifying end of year reports as required by HUD.
- 16.) Compile the Minority Business Enterprise Report.
- 17.) Assist ED in the annual re-evaluation tenant process as directed.
- 18.) All other duties as assigned.

The Administrative Assistant must have plenty of compassion and patience, and a deep level of concern for others. Because this position will be working with many socio-economic groups, good communication skills are essential, even when the other party is confused, upset, uncooperative and / or irritable. This position also calls for dedication and dependability, as well as a certain degree of humility, since this position must be able to take orders, report to management, and work on routine or even repetitive tasks daily. For an Administrative Assistant to succeed, he or she must be able to put such service in perspective and focus on the greater positive effects they bring.

This position will perform, properly document and report all procedures in accordance with all AHA and/ or HUD policy; function appropriately in emergencies; reinforce education of residents and family; document legibly and appropriate; evaluate effectiveness of interventions; assist in implementation of requests; maintain stocking of inventory, cleanliness and organization of AHA office; maintain telephone etiquette and recognize potential safety hazards to maintain a safe environment.

Communication:

The Administrative Assistant will support the Mission of the AHA/HUD organization, as demonstrated by behavior; be cooperative and flexible when unexpected changes occur in workload or staffing; accept and profit from direction and counseling.

Attendance:

This position will maintain proper attendance in accordance with AHA policies; report to work at scheduled times in accordance with departmental policies.

Professional Standards and Ethics:

This position will adhere to AHA personnel policies, as well as to all applicable local, state and federal agencies and accrediting bodies; refuse to participate in unethical procedures and assume responsibility of informing the appropriate authority of noted incompetence and unethical behavior; maintain confidentiality in all matters pertaining to residents, staff and business matters; stay abreast of current practices, regulations and standards affecting resident information management; and accept responsibility for knowing current changes in policy, protocols and procedures through the AHA/HUD organization system.

This position will strive to promote service excellence on the job; demonstrate self-motivation, self-confidence and adaptability; be willing to accept assignments that are intended to improve services within the organization; demonstrate ability to work efficiently under pressure and stress; utilize proper telephone etiquette; possess personal qualities such as dependability (includes attendance and punctuality), kindness, compassion, and understanding, interest and respect for people as individuals; maintaining good relationships with residents, visitors, co-workers and Board of Commissioners, and take responsibility/ownership for own actions.

This job description is not intended to be an exhaustive list of all responsibilities and duties required by the AHA Administrative Assistant.

I acknowledged that I have read and understand the contents of this job description.

Acknowledged and Attestations by:

Signature:

Approved By:

Executive Director: