



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT
PVA #003-2021**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 2/25/2022

Deadline: 3/14/2022

**ADMINISTRATIVE SUPPORT SPECIALIST
HOUSING**

Salary: \$31,648/Yr

Status: Full-Time Position

GENERAL DEFINITION OF WORK:

Performs intermediate administrative support work providing administrative support in a department, preparing and maintaining detailed and/or confidential reports, records, and files, assisting the public, and related work as apparent or assigned. Work is performed under the moderate supervision of the Department Head.

QUALIFICATION REQUIREMENTS:

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

TYPICAL TASKS: (Examples Only)

- Acts as a receptionist; greets visitors; answers multi-line telephone; forwards calls to appropriate party; assists the public with the completion of standardized records or documents; directs visitors to appropriate party.
- Types a variety of documents including correspondence, forms, reports, purchase orders,

- requisitions, etc., where a knowledge of format and presentation is necessary.
- Handles inquiries or complaints from the general public in person or by telephone; receives and processes work orders.
 - Schedules appointments and activities; coordinates meetings; maintains calendars; prepares travel arrangements for department; prepares, coordinates, and registers staff for training.
 - Prepares and maintains a variety of office files, accounts, and other records.
 - Assists in the coordination and preparation of periodic, special, and other reports; collects information from a variety of sources and compiles data.
 - Tracks employee evaluation records and serves as a point of contact between Human Resources and department supervisors.
 - Receives and accounts for various revenues; posts, checks, balances, and adjusts accounts; gathers, assembles, tabulates, checks, and files financial data; coordinates payment processing requests; coordinates set-off debt program for Authority.
 - Orders and maintains inventory of department supplies and equipment; initiates and oversees equipment services request.
 - Assists with preparation of the five-year plan.
 - Receives, sorts, processes, and distributes incoming and outgoing mail.
 - Operates general office equipment such as a copier, computer, and calculator.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office practices, procedures, equipment, and office assistance techniques; general knowledge of business English, spelling, and arithmetic; general knowledge of the organization and functions of the department and of general administrative policies and practices; skill in the operation of personal computer equipment and related office software; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to establish and maintain effective working relationships with associates, residents, contractors, outside social agencies, and the general public.

EDUCATION AND EXPERIENCE: (The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

High school diploma or GED and moderate experience providing general administrative support involving public contact, or equivalent combination of education and experience.

WORKING CONDITIONS:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating

motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Valid driver's license in the Commonwealth of Virginia.