

Administrative Aide

General Information

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| Job Posting ID: 8694121 | Creation Date: Nov 27, 2018 |
| Employer Posting No: --- | Closing Date: Dec 27, 2018 |
| Job Site Address: DEL RIO, Texas 78840 | Employer Type: Private Sector |
| Openings Filled: 0 of 1 | Status: Open |
| Contacts: 0 of 50 | |

Job Description

Responsible for assisting in accomplishing clerical work and other tasks in the Housing Choice Voucher Program. Types and mails correspondence letters, completes forms pertaining to landlord and tenant contracts, reports and other file notations. Assists with incoming calls, correspondence, answers inquiries or refers calls to other personnel. Screens applicants, participates and assists in orientation meetings, rent adjustments, and re-examinations of participants of the program. Issues Housing Choice Vouchers. Relieves receptionist of his/her duties when needed. Contacts landlords and participants when necessary. Performs other duties as assigned.

Supervisory Experience

Required: No

Pay: Starts at \$9.15 / HR

Additional Pay Details: Full benefit package available upon successful completion of six (6) month introductory period.

Shift: Days (First)

Duration: Regular

Workweek: Full Time

Veterans Only: Yes

Federal

Contractor: No

Eagle Ford Shale

Job: No

Is this job related to Hurricane Harvey Clean-up/Restoration?: No

Job Requirements

Occupation: Office Clerks, General

Minimum Experience and Education: 2 yrs 0 mos and High School Diploma/GED

Additional Requirements

- Language:**
- English; Fluency - Excellent (Read, Write, Speak)
 - Spanish; Fluency - Fair (Read, Write, Speak)

Driver's License

Type: Class C - Standard Driver's License