

## Administrative Assistant

### General Information

<b>Job Posting ID:</b> 5370509	<b>Creation Date:</b> Oct 16, 2018
<b>Employer Posting No:</b> ---	<b>Closing Date:</b> Nov 24, 2018
<b>Job Site Address:</b> DEL RIO, Texas 78840	<b>Employer Type:</b> Private Sector
<b>Openings Filled:</b> 0 of 1	<b>Status:</b> Open
<b>Contacts:</b> 7 of 50	

### Job Description

Performs highly responsible and complex secretarial and administrative duties to assist the Executive Director and Executive staff in accomplishing the administrative functions of the Housing Authority and coordinating the overall daily operations of the Executive Office. Determines the approach or action to take in non-routine situations using personal judgment and initiative particularly when Executive staff is not immediately available. Takes dictation, composes, prepares, and proofreads confidential correspondence, reports, summaries, and forms from verbal direction, relevant information from a variety of sources, or knowledge of Agency policy and procedures and resents the information in a clear and understandable format. Maintains calendar for the Executive staff, schedules appointments, travel, meetings, and conference calls as required, and coordinates the overall daily operations of the Executive Office. May assists in research and preparation of necessary information, materials, and reports for conferences, appointments, meetings, and recommendations for the Board of Commissioners. Attends Board and staff meetings as assigned and records and transcribes minutes of meetings. Maintains permanent archive for the Executive Office including Board materials, photographs, legal and financial documents, awards, and other materials which would be of historical significance to the Housing Agency. May perform other duties as assigned.

#### Supervisory Experience

**Required:** No

**Pay:** Starts at \$23,385.00 / YR

**Additional Pay Details:** Full Benefit package after successful completion of a six-month introductory period.

**Shift:** Days (First)

**Duration:** Regular

**Workweek:** Full Time

**Veterans Only:** No

**Federal**

**Contractor:** No

**Eagle Ford Shale**

**Job:** No

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

**Job Requirements**

**Occupation:** Executive Secretaries and Administrative Assistants

**Minimum Experience and** 2 yrs 0 mos **and Associates Degree**

**Education:**

**Additional Requirements**

**Driver's License**

**Type:** Class C - Standard Driver's License