



QUILEUTE HOUSING AUTHORITY

PO Box 159 • La Push, Washington 98350
(360) 374-9719 • Fax (360) 374-9117

JOB DESCRIPTION

POSITION:

Administrative Assistant

SUPERVISOR:

Executive Director

Opens: March 19, 2024,

Closes: April 2, 2024

Wage: \$16.28 to \$18.25 doe/doq

POSITION DESCRIPTION: The Administrative Assistant works under the direction of the Executive Director. The Administrative Assistant will be responsible for greeting all people as they enter the QHA office and directing them to the proper personnel. Taking incoming telephone calls, accepting payments from tenants for QHA. This position requires a high level of confidentiality and attention to detail. This position may require other duties as assigned including work in other functional areas or relief to equalize peak work periods, or balance the workload, individual must have a good work ethic and daily attendance and being on time is a must.

DUTIES AND RESPONSIBILITIES:

- Greets tenants and guests in a professional manner entering the QHA office, determines the nature of their visit and directs them to the proper personnel.
- Answer the telephone, transfer calls or take messages as appropriate.
- Receipt customer payments for housing, and miscellaneous programs.
- Must have experience with software such as HDS, input payments in HDS correlates with bank deposits. Ensure addresses are updated, runs reports and inputs data in HDS.
- Assist in making copies of files for court cases and board books.
- Complete miscellaneous duties as directed. These duties may include but are not limited to preparing bank deposits, ordering supplies, processing outgoing mail, operating the fax machine and performing light cleaning of the office as necessary.
- Publish Quileute Housing Authority Newsletter quarterly.
- Develop a call log and incoming forms from prospective tenants.
- Assist with housing events.
- Ability to follow all written and oral instructions.
- Ability to follow and look up Policy and Procedures when needed.
- Assist in social media such as Facebook.
- Other miscellaneous duties as assigned.

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS:

- 21 years of age or older
- Must have GED or high school diploma.
- Must have a valid Washington State driver’s license and retain.
- Abide by the Drug and Alcohol policies and must pass a UA.
- Must obtain a First Aid and CPR card.
- Computer skills, familiar with Microsoft Office Programs such as Word, Excel, Publisher and PowerPoint and HDS software.
- Keyboarding proficient
- Calculator keying

PHYSICAL REQUIREMENTS:

Physical elements/requirements, such as lifting, repetitive bending, reaching, etc., when they are “essential” to the job. Must be able to comfortably lift 15lbs. 10 to 15 times per day/shift.

APPLICATION PROCESS:

Submit job application to: Quileute Housing Authority

PO Box 159
561 Quileute Heights
La Push, WA 98350

Application can be found at www.quileutenation.org website under Housing tab.

Submit:

1. Quileute **HOUSING** Application (REQUIRED)
2. Cover Letter (REQUIRED)
3. Resume (REQUIRED)
4. Tribal Enrollment Verification
5. Driver’s License

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.