



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	722-3725-001	<b>Last Revised:</b>	02/22/2016
<b>Position Title:</b>	Administrative Assistant	<b>Department:</b>	Housing and Community Development
<b>Reports to:</b>	HELP Supervisor or Housing Associate Director	<b>Division:</b>	Housing

**Primary Function:** Performs office operational duties and related work for the designated supervisor, maintains records for the assigned housing program, conducts record keeping for all projects. In addition, serves as the Property Control Officer to ensure accurate recording, safe storage and prompt disposal of all property for the Housing & Community Development Program.

- Job Duties and Responsibilities:**
- Maintains Housing supervisor's calendar entering appointment data regarding fixed meetings, appointments, and conferences for Housing/HELP staff.
  - Meets with HELP supervisor and coordinates on a daily basis to plan, coordinate, review/discuss projects, work orders and receive direction.
  - Assists project coordinators with contracts, offer letters, verifications of insurance and also gathers information necessary to proceed with site work improvements, making sure that all paperwork is on file with HELP.
  - Maintains HELP's ongoing client waiting list, and "jobs underway" list.
  - Schedules appointments, meetings for the HELP Supervisor and / or Manager and coordinators on a routine basis.
  - Performs general office functions including filing, answering phone, etc.
  - Prepares and maintains files for contractors and applicants.
  - Assists applicants with application process.
  - Makes certain all necessary contract documents are signed and notarized.
  - Ensures that all contractor invoices are properly dated, stamped and received, signed by the appropriate manager and issued to the finance department for payment in a timely manner.
  - Maintains accurate files of accounts of contract amounts, payments, and changes.
  - Prepares and follows up on requests made by contractor and vendors.
  - Assists with the preparation of reports as required.
  - In the absence of reception personnel answers phone during office hours ensuring coverage.
  - Must be willing to attend meetings as required.
  - Assists in establishing and maintaining inventory and supply records and place approved orders for supplies.
  - Performs job duties according to established safety guidelines and housing policies.
  - Must have own transportation.
  - Willing to accept other duties as assigned to facilitate the success of the Department's operation.

**Education /Experience:** Five years work in an office, management or clerical position required. Position will require 12 months to become proficient in most phases of the job. Must have a high school diploma, GED Certificate, or the equivalent combination of education, related experience and training. Must be a Notary Public, or become one within 6 months of hire.

**Job Knowledge:** Must have some knowledge of procedures, policies, and practices of the HCD and HELP Programs. Must be proficient in the use of computer word processing software such as Microsoft Word or Word Perfect and in the use of spreadsheets such as Microsoft Excel. Requires

knowledge in organizing office work to achieve maximum efficiency, deal effectively with the public, communicate effectively both verbally and in writing, follow instructions, and work as a member of a team or group, and independently. Ability to write routine reports and correspondence is required. Must possess a valid North Carolina driver's license.

**Contact with  
Others:**

Has frequent, daily contact with public both in person and by phone; includes clients, employees, directors, Tribal agencies, governmental agencies, contractors and other professional representatives. The nature of the work requires a high degree of tact, courtesy, and business etiquette.

**Confidential Data:**

Has access to department reports concerning land owners, contractors, and budgets. Information contained in all files is not public record and must be kept confidential. Therefore, a high degree of confidentiality is to be practiced at all times. Must adhere to all Housing Division and tribal confidential policies and procedures.

**Mental /Visual  
/Physical Effort:**

Close concentration and attention to detail is required while performing most duties of the job. The employee is subject to frequent interruptions both by phone and in person that require varied responses with each contact. Work involves recurring tasks and considerable sitting, typing, writing, and communicating. Must be able to sit, stand, walk, kneel, reach, speak and hear. Occasional travel and training may be required. Must be able to pass a drug test and work a 40-hour work week. May be required to drive to various site locations in Tribal vehicle.

**Environment:**

Works in a normal business office environment while performing job duties.

**Supervision  
Received:**

Incumbent is accountable to the Housing Associate Director and Housing Development team. Position reports directly to HELP Team Manager, or his/her supervisory designee.

**Responsibility for  
Accuracy:**

A high degree of accuracy is imperative. Errors can be detected with proofing procedures.

**Resourcefulness &  
Initiative:**

Follow well-defined procedures and guidelines in job duties with minimal supervision. Must communicate and respond appropriately to various situations.