



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	QHA-4200-006	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Administrative Assistant	<b>Department:</b>	Qualla Housing Authority
<b>Reports to:</b>	Director of Housing	<b>Division:</b>	Housing

**Primary Function:** Performs office operational duties and related work for various programs and staff, maintains records for the assigned housing program, conducts record keeping for all projects.

**Job Duties and Responsibilities:**

- Perform general office functions including filing, answering telephones, typing and mailing correspondence.
- Assist program staff with homebuyer service issues and information necessary to proceed with housing related services.
- Maintain monthly mileage on company vehicles. Keep a log and keys on all vehicles in inventory. Get permanent tags for all new vehicles. Keep Registration in the main office and give a copy to the warehouse.
- Assist in the preparation of reports as required.
- Assist in establishing and maintaining inventory and supply records.
- Place orders for supplies by obtaining signed Purchase Orders first.
- Receive all packages and make sure the invoices are checked in with designated finance personnel for accuracy and are properly charged out.
- Download and print photos for business purposes and return to proper department.
- Maintain necessary records for Qualla Housing Authority such as maintenance records and contracts on all QHA vehicles.
- Read the copier meter once each month and record. Call copier repair man and order supplies.
- Check mail, date, and distribute to appropriate personnel and departments each day.
- Perform job duties according to established safety guidelines and QHA and Tribal policies and procedures.
- Must be willing to travel, to attend training sessions, and other meetings as instructed.
- Willing to accept other duties as assigned to facilitate the success of the department's operation.
- Must have own transportation.
- Must work a 40 hour week.

**Education /Experience:**

Must have a high school diploma, GED Certificate, or the equivalent combination of education, related experience, and training. 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.

**Job Knowledge:**

Must have knowledge of Federal Rules and regulations. Must be able to operate a computer, typewriter, calculator, telephone, copy machine, facsimile, postage machine, and other office equipment as required. Ability to write routine reports and correspondence is required. Requires the ability to organize work, deal effectively with the public, communicate effectively both verbally and in writing, follow instructions, and work as a member of a group or independently. Must possess a valid North Carolina driver's license.

**Contact with  
Others:**

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

**Confidential Data:**

Has access to all department reports, homebuyer and personnel files. Information contained in all files is not public record and must be kept confidential. Must adhere to all QHA confidentiality 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 which require varied responses with each contact. While in the office the duties of this job routinely require standing, walking, sitting, kneeling, crouching, reaching, speaking, and hearing. Occasional travel.

**Environment:**

Works in normal business office environment while performing job duties.

**Responsibility for  
Accuracy:**

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

**Resourcefulness &  
Initiative:**

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