

OFFICE ASSISTANT
Housing Authority of the City of Pittsburgh

DEPARTMENT: Operations	LOCATION: Pressley/Bidwell	ACCOUNTABLE TO: Site Manager
UNION STATUS: Union – Local 250	FLSA STATUS: Non-Exempt	SALARY: \$32, 028.88

TRAINING AND EXPERIENCE:

Must have a High school diploma or its equivalent, preferably with business or commercial emphasis. Minimum of one-year experience in the clerical field. Employment requires City of Pittsburgh residency.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be computer literate and proficient with data entry. Good math skills required. Must have good written and verbal communication skills. Must be organized and detail-oriented with an ability to initiate and maintain a schedule. Employment requires City of Pittsburgh residency.

DUTIES AND RESPONSIBILITIES:

- Ensure positive customer relations with tenants and other internal and external customers
- Ability to type 45 words per minute
- Prepare documents and type letters
- Maintain tenant records
- Perform data entry functions as assigned
- Receptionist duties
- Perform other related duties as assigned

PHYSICAL REQUIREMENTS:

This work usually requires no more than 10 lbs of force on a frequent basis. May occasionally be required to exert up to 10 lbs (lifting & carrying). Speaking, seeing, hearing, sitting, reaching, grasping, digital manipulation required.

ATTENTION: If you are interested in this position, you **must** indicate your interest by writing to:

Department of Human Resources
 200 Ross St. – 1st Floor
 Pittsburgh, PA 15219

YOU MUST RE-APPLY FOR EACH POSTING.

An application prior to this posting may **not** be considered.

NOTE: “A condition of employment with the Housing Authority City of Pittsburgh is the understanding that the employee will be transferred for assignment in accordance with the needs of the Authority. Refusal of transfer to any Authority Office throughout the City will be considered sufficient cause for dismissal.”

NOTE: If you have a disability and would like a reasonable accommodation to participate in the application, hiring, testing, or employment process, or in the course of employment, please make your request to the Human Resources Department. You may ask for an accommodation any time during the application process or throughout your employment at HACP. HACP will make every effort to meet all requests that are reasonable and that would not result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

POSTING DATES: June 30, 2008 – July 7, 2008

250 POSITION – SUBJECT TO BARGAINING UNIT BIDDING PROCESS

AN EQUAL OPPORTUNITY EMPLOYER