

HOUSING ASSISTANT

NATURE OF WORK IN THIS CLASS:

This is complex clerical and general support work in the administration of the housing program.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Maintains records of tenants moving in and out of government subsidized housing, housing condition, furnishings and related matters; prepares charge vouchers for damages incurred by tenants.

Prepares work orders, supply requisitions and related requests; issues supplies and materials.

Takes periodic inventory on household property, supplies and materials.

Performs supportive tasks in the preparation and cleaning of housing units before assignment of occupants; performs housing inspections.

Prepares statistical and other reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general office practices and procedures.

Ability to learn and apply pertinent policies, regulations, and other program requirements.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of office clerical experience; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980


 DAVID R. FLORES, Executive Director
 Civil Service Commission