

**Oklahoma Housing Finance Agency  
Job Description**

**Job Title:** Housing Development Team Administrative Assistant  
**Team:** Housing Development Team  
**Reports To:** Housing Development Director  
**Grade:** 9  
**Prepared By:** Human Resources Director  
**Prepared Date:** Revision prepared 4/3/18  
**Approved By:** Housing Development Director  
**Approved Date:** 3/02/00; Revised 2/10/04; 10/1/04; 10/24/16; 4/4/18; 09/15/2020; 09/21/2020

**SUMMARY**

Responsible for clerical work, administrative and business detail by performing the listed duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**Program Knowledge:**

Responsible for attending various training courses, seminars, and other training opportunities to increase knowledge of the technical and practical aspects of the Housing Development programs.

**Program Training:**

Reserves and prepares meeting facilities, agendas, and schedules, manages registrations, collects any applicable fees, records meeting minutes and disseminates training schedules.

Coordinates staff for training sessions and tracks individual technical sessions.

**Program Responsibilities:**

Prepares, tracks and modifies contracts as assigned.

Organizes and maintains file system, file correspondence and other program records.

Assists in maintaining appropriate databases for programs.

Assists staff in clerical aspects of all Housing Development Team programs.

Reads and routes incoming mail.

Assists in the preparation of materials for agency board meetings and participates when required.

Assists in reviewing and preparing all program reports from all sources.

Arranges staff travel arrangements and expense reimbursement reports.

Scans and archives files.

Answers telephone calls, takes messages, disseminates information, makes appointments, and coordinates staff schedules.

Greets visitors and directs to appropriate person or meeting room.

Composes, types, files, copies routine correspondence including e-mails, faxes and prepares outgoing mail.

Orders and maintains supplies and schedules routine maintenance.

Responsible for doing whatever needs to be done to enhance the overall operation of HDT and the Agency on a day to day basis.

Responsible for delivering exceptional customer service to all external and internal customers by being polite and helpful at all times.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associates degree or equivalent from a college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license.

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of modern office practices and procedures. Knowledge of modern office equipment including copiers, personal computers, calculators, facsimile machines. Knowledge of spread sheet and word processing software. Ability to present ideas and information in a clear and concise manner, both orally and in writing. Ability to meet and deal tactfully and courteously with the tenants and general public. Ability to maintain moderately complex files, records, and reports. Ability to type at an accelerated rate of speed. Ability to establish and maintain effective working relationships with co-workers, contractors, the general public, residents, and local, state, and federal officials.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.