


# JOB DESCRIPTION

 REV: 7/2010	<b>ADMINISTRATIVE SECRETARY FOR HOUSING</b>	Prepared by: Director of Housing Date: 9/18/09
	Name:	Approved by: Director of Housing Date: 9/18/09
	Exempt: No      Div/Loc: Residential	Reports to: Director of Housing

**SUMMARY:** Keeps official Department of Housing records and executes administrative policies determined by or in conjunction with other officials by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes but not limited to the following:

- Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers.
- Type, make copies, and distribute Individual Habilitation Plans for residents, etc. as assigned by Director of Housing.
- Prepares ON-CALL schedules and distribute copies to all homes.
- Reads incoming material and sorts according to file system.
- Searches for and investigates information contained in files, inserts additional data on file records, completes reports, keeps files current, and supplies information from file data or removes files upon request.
- Stamps material received, types indexing information on folders.
- Verifies accuracy of material to be filed and places material in filing cabinet.
- Prepares and types general correspondence.
- Plans conferences.
- Directs preparation of records such as notices and minutes for Department of Housing's meetings.
- Acts as custodian of Department of Housings documents and records.
- Types labels or reports.
- Codes material when coding is not readily discernible.
- Disposes of obsolete files in accordance with established retirement schedule or legal requirements.
- Prepares and files Department of Housings contracts and documents with agencies to conform with guidelines.
- Schedules appointments, gives information to callers, takes dictation, composes and types correspondence, reads and routes incoming mail, and performs other administrative and clerical duties.
- Places orders for department's office supplies with Central Purchasing Agent.
- Research competitive pricing for supplies and equipment.
- Bill state on residential clients for reimbursement of services performed.
- Accountable for checking and savings accounts for clients in the residential homes. Issues checks, make deposits and reconcile home's bank accounts for clients.
- Verifies and completes Medicaid certification documents for client's family.
- Liaison person between the Department of Housing and consultants.
- Maintain client rights and confidentiality at all times.

- Reports any incident of injury immediately to the supervisor; complete written report before the end of the day.
- Responsible for knowing and carrying out the established policies and procedures of the Lafayette Association for Retarded Citizens.
- Required to be familiar with Safety and Hazard guidelines set by LARC/OSHA and implement such guidelines.
- Maintain all personnel documents as required by licensing.
- Performs other routine duties as assigned by Director of Housing.
- Calculates and verifies for accuracy, staff time sheets.
- Sort and issue staffs pay checks, insuring that individual picking up home's checks sign for them.
- Other duties may be assigned as needed.

**QUALIFICATION REQUIREMENTS:** 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:** High school diploma/GED required. Four year college or university program certificate preferred; or two to four years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

- Working knowledge of Microsoft Word and Microsoft Excel.
- Typing ability of 50 WPM.
- Ability to communicate.
- Operates office machines such as typewriter, adding, calculating and duplicating machines.

**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 use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, kneel, bend, reach, walk, and taste or smell.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment can be from quiet to loud.

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**I have read and understood this job description**

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**EMPLOYEE'S SIGNATURE**

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**DATE**