



P.O. Box 677  
17547 First St.  
La Conner, WA 98257  
(360)466-4081

---

## Swinomish Housing Authority

### Office Assistant

### Position Description

### 1.0 Housing Full Time

#### **Position Summary:**

The most important portion of this job is to answer phones, take payments, answer common customer questions and making sure the customer is directed to the proper person to answer their questions. Since this is such an important part of the job, **excellent attendance is required.**

#### **Principal Duties:** (A given incumbent may/may not perform of the following duties.)

- Receiving payments and receipting them. This will require some computer usage.
- Mail the monthly statements;
- Order all office supplies. Ensure the copier and postage supplies are in stock at all times;
- Take the mail daily to post office and pick up mail daily from post office;
- Maintain a list of vendors;
- File electronically and paper filing in a timely manner;
- Be able to learn different types of housing software and assume new duties as assigned;
- Assist other employees in completing their work, i.e. making copies, faxing, scanning, filing and other duties as needed.

#### **Desired Knowledge, Skills and Abilities:**

- Knowledge and experienced in Microsoft programs specifically in Excel and Word, also Housing Data Systems knowledge a plus.
- Familiarity with office tasks and machines.
- Excellent customer service skills.
- Have the ability to perform basic math.
- Be able to take messages and basic writing skills.
- Have good customer service skills and enjoy working with the public and co-workers.
- Work respectfully and confidentially with customers, vendors, governmental entities, and the general public and staff.
- Be able to lift 25 lbs.

#### **Minimum Qualifications:**

Candidates for this position must meet the following requirements:

- Be a high school graduate or have a GED certificate
- Have a valid State Driver's License.
- Be able to pass a drug test and background check.
- One year of experience in a related field. (preferred)

**Work Environment and Time Commitment:**

- Work schedule is 40 hours per week. This is a full-time position.
- Time performed in an office setting assisting housing tenants, tribal members, and applicants.
- Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

**Supervision Received:**

An incumbent normally receives direct supervision from the Operations Manager and/or Maintenance Manager. The incumbent carries out work assignments as assigned. Supervisor spot checks work while in progress and upon completion.

**Supervision Given:**

None

**Employment Conditions:**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all Swinomish Housing Authority employees. The position of Housing Office Assistant is considered to be an hourly position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. The successful applicant must also meet minimum standards of character based on reference checks and an extensive criminal background check. SHA will serve as the hiring committee.

**Tribal Preference:**

Indian Preference in hiring shall apply to Swinomish Housing Authority opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Interested candidates must **submit a fully completed Tribal job application to the Swinomish Housing Authority**, P.O. Box 677 (17547 First Street), La Conner, WA 98257.

Applications may be picked up at the Housing Office or Human Resources Office. Applications can also be downloaded at <http://www.swinomish-nsn.gov/>