

Posting #749

EXTERNAL/INTERNAL POSTING

EXTERNAL/INTERNAL POSTING

EMPLOYMENT OPPORTUNITY

AKRON METROPOLITAN HOUSING AUTHORITY

100 West Cedar Street

Akron, OH 44307

November 19, 2015

Job Title: Secretary I
Location: Housing Placement
Available: Immediately
Rate of Pay:

NEW HIRE RATE	BASE RATE	SENIORITY	SENIORITY
\$13.92	\$14.51	10 Years	20 Years
		\$14.90	\$15.28

General Purpose:

Performs secretarial and related services for a unit or department. Composes letters, memos, and reports. Schedules meetings, sorts mail, maintains files, answers phones, and relays messages. Receives and directs persons to appropriate offices.

Essential Duties and Responsibilities:

- 10-80% Prepares documents such as minutes, flyers, newsletters and/or correspondence from various sources. Prepares and mails correspondence as necessary.
- 10-50% Receives and directs visitors. Answers phones, takes messages, and answers routine questions.
- 1-35% Prepares and maintains reports, tables, spreadsheets and charts.
- 1-20% Opens and sorts mail for the department and its staff. May respond to routine items in mail.
- 1-20% Maintains departmental records and files including employee record cards.
- 1-20% Miscellaneous
 - Schedules meetings.
 - Orders office supplies.
 - Records and types meeting minutes.
 - Prepares payroll.
 - Other duties as assigned.

Minimum Qualifications, Education and Certifications:

High school diploma or equivalent plus one to two years clerical work experience. Experience using word processing and spreadsheet applications.

“This is a Section 3 Covered Position and we encourage HUD Recipients to apply”

TO APPLY

Internal applicants respond by completing an internal form (AMHA 364) to the Human Resources Department by 4:30 p.m. November 25, 2015. External applicants submit resume or job application to AMHA, Human Resources Department, 100 W. Cedar St., Akron, OH 44307; e-mail in WordPerfect, Microsoft Word or Microsoft Works format to personnel@akronhousing.org or apply in person Monday through Friday from 9:00 a.m. to 3:00 p.m.

AMHA JOB LINE (330) 252-9262