



KCHA Job Announcement



600 Andover Park W • Tukwila, WA • 98188 • (206) 574-1104 FAX
Please post to KCHA employees, residents, and the general public.

OFFICE ASSISTANT—PART-TIME (24 hrs/week) (CAPITAL CONSTRUCTION) **OPEN: 01/27/10 CLOSE: 02/10/10**

The King County Housing Authority, a high performing nationally recognized leader in Affordable housing is currently recruiting for the position of Part-time Office Assistant for the Construction Department. The position will provide a variety of general and routine clerical duties. This is a **Long-Term Temporary position** with a duration of approximately two years.

RESPONSIBILITIES: Under the supervision of the Senior Management Analyst, copy and assemble documents and bid packages for distribution. Provide filing and other clerical assistance to staff. Provide assistance with the Certified Payroll Compliance reviews (to ensure that dates and job classifications are correct and forms are completed and refers missing data for correction). Receive checks or money orders, complete a customer receipt and forward monies to the Central Office front desk. Open, sort and direct mail. Record incoming submittal packages, drawings and receive out-going mail from staff and deliver to Central Office. Order and stock office supplies. Perform related file processing. Work may include inputting data and/or typing a variety of documents and other materials. Perform other duties as assigned.

REQUIREMENTS: The ideal candidate will have a high school degree and some general office work experience, or an equivalent combination of education and experience. Work requires knowledge of standard office procedures and practices, Microsoft Word, Excel, Outlook and internet. Work requires the ability to accurately complete logs and required records; to operate standard office equipment; to respond to frequently changing priorities, perform multiple tasks simultaneously; to work in a distracting environment; to learn office practices and procedures; to use tact, discretion and courtesy in dealing with callers; to communicate clearly orally.

COMPENSATION: The salary for this position is \$15.38/hr to \$17.69/hr DOE. The excellent benefit package includes employer paid dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) and flexible spending accounts are optional. Positive corporate culture and commitment to a diverse workplace, plus more!

TO APPLY: Please send cover letter explaining how you meet qualifications, resume and complete application materials (available on our website @ www.kcha.org) to KCHA, Human Resources, Job #10-02, 600 Andover Park West, Seattle, WA 98188. **This position will close on February 10, 2010 at 4:30pm.**

For future opportunities please contact our job line at (206) 574-1103 or website at www.kcha.org. EEO/AA/M/F/V/D

An Equal Opportunity Employer