



Currently accepting applications for:

Administrative Assistant - Resident Services

SALARY: \$20.53 - \$26.69 Hourly
\$3,558.68 - \$4,626.28 Monthly

OPENING DATE: 06/16/17

CLOSING DATE: 06/30/17 04:30 PM

JOB SUMMARY:

About King County Housing Authority

King County Housing Authority (KCHA), an independent municipal organization, is a high performing nationally recognized leader in affordable housing. KCHA provides innovative and effective housing solutions so that people and communities can prosper. Our vision is that all residents of King County have quality affordable housing. KCHA is the largest housing provider in the county, and annually, the agency serves over 50,000 low-income individuals.

We transform lives through housing.

The Resident Services Department, based in Tukwila, WA., is recruiting for a detail-oriented, sociable, and customer service focused Administrative Assistant. This is an excellent opportunity for someone who is committed to the highest standards in public service. The ability to work on comprehensive, complex projects with others and independently as well as the ability to successfully interact on a frequent basis with residents, staff, and community partners will be essential to success in this role. Other very important duties will include working closely with the Director and the Assistant Director of Resident Services; scheduling meetings, preparing agendas and handouts, recording and distributing minutes; and supporting field staff and internal customers as needed.

The Resident Services Department provides programs and services designed around a commitment to support and promote successful life outcomes for our residents with a focus on four key areas: Housing Stability; Workforce Development; Independent Living; and Education Programs and Initiatives. The ideal candidate for this role will enjoy interacting with residents, staff, and community partners all with an empathic and empowering mind set. They are curious and diligent problems solvers and proficient in the use of systems and tools to maintain organization. They are exceptional time managers and are resourceful in independently addressing and resolving issues as they arise.

ESSENTIAL FUNCTIONS:

[Click here for additional details regarding this position's classification specification.](#)

QUALIFICATIONS AND COMPETENCIES:

Required Qualifications:

- High School Diploma or GED.
- Two years of experience in office administrative support.

Equivalent combination of education and experience will be evaluated on a year for year basis.

Required Knowledge, Skills, and Abilities:

- Demonstrated experience maintaining records (manual and electronic) and performing data entry with a high level of accuracy and attention to detail.

- Proficiency using MS Office applications including Word, Excel, Outlook and the Internet.
- Clearly and effectively communicates both verbally and in writing by actively listening and sharing relevant information.
- Strong organizational skills including prioritizing, ensuring accuracy, multi-tasking, and handling interruptions appropriately; ensures assignments are completed in a timely and effective manner.
- Adapts to changing business needs, conditions, and work responsibilities.
- Ability to work effectively and positively with individuals of diverse cultural and socioeconomic backgrounds.
- Ability and desire to work cooperatively with others on a team; interacts effectively with others to establish and maintain smooth working relationships.
- Ability to think critically and creatively while reflecting; will question and search for answers and meaning; evaluates ideas and information and develops ideas that lead to action.

Special Requirements:

- Consent to and pass criminal records background check.
- Consent to and pass required assessments.

POSITION INFORMATION AND APPLICATION PROCESS:

Application Requirements:

To be considered for this opportunity, you must:

- Complete the online application profile in its entirety.
- Upload a cover letter that addresses how your experience and education qualifies you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

Salary & Benefits:

The starting salary range of this position is \$20.53 - \$26.69 per hour (dependent upon qualifications). Performance based merit increase opportunities and COLAs are reviewed on an annual basis. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, tuition reimbursement, and retirement benefits are also available.

Physical Work Environment

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment. Incumbents frequently use standard office equipment including personal computers, telephone and related equipment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcha.org>

Position #2017038
 ADMINISTRATIVE ASSISTANT - RESIDENT
 SERVICES
 SC

600 Andover Park West
 Tukwila, WA 98188
 206-574-1100
 206-574-1265

Administrative Assistant - Resident Services Supplemental Questionnaire

* 1. Do you have direct experience with the King County Housing Authority?

- Yes, I am a current employee at KCHA.
- Yes, I am a current temporary employee at KCHA.
- Yes, I am a current resident of KCHA.
- Yes, but not as described above.
- No, I don't have any direct experience but I am willing to learn.

* 2. Which best describes your level of education?

- High School Diploma or GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree or Higher
- None of the above

* 3. This position serves as a point of contact working with internal customers including field staff and management, as well as residents of diverse populations including seniors, and people with a variety of disabilities, cultural and ethnic backgrounds. Please describe your years of experience where your primary duties included being a point of contact in working with diverse populations.

- I have no experience in this area.
- I have less than one year of experience.
- I have 1 to 2 years of experience.
- I have 2+ to 3 years of experience.
- I have more than 3 years of experience.

* 4. Please identify your years of experience performing office and administrative support duties including greeting clients, answering phones, drafting and responding to correspondence, faxing and sorting/distributing incoming mail.

- I have no experience in this area.
- I have less than 1 year of experience.
- I have 1 to 2 years of experience.
- I have 2+ to 3 years of experience.
- I have more than 3 years of experience.

* 5. Please identify your years of experience maintaining records (manual and electronic) and performing data entry.

- I have no experience in this area.
- I have less than 1 year of experience.
- I have 1 to 2 years of experience.
- I have 2+ to 3 years of experience.
- I have more than 3 years of experience.

* 6. Do you have working experience in any of the following areas? Please select all that apply.

- Data entry
- Developing professional correspondence
- Editing and/or auditing documents and/or processes
- Maintaining records (manual and electronic)
- Preparing agendas
- Recording meeting minutes

* 7. Which of the following best describes your level of proficiency with Microsoft Office programs including Word, Outlook, and Excel?

- I have no experience with Microsoft Office.
- Beginner
- Intermediate
- Advanced
- Expert

* Required Question