



# The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

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## **THA Employment Opportunities Open to the Public:**

(Click the below box to take you to the job description)



# The Topeka Housing Authority Open Positions

Link to [Topeka Housing Authority Employment Application](#)

<b>Job Title:</b>	<b>Administrative Assistant Floater</b>	<b>Hourly Rate:</b>	<b>\$14.50 – 17.00 DOE</b>
<b>Start Date:</b>	Immediately Hours: 40/ week Monday through Friday Full Time Permanent	<b>Reports To:</b>	<b>VP of Operations</b>
<b>Department:</b>	<b>Administrative</b>	<b>HR Contact:</b>	<b>Aubrey Coufal</b>
<b>Applications:</b>	<b>Email:</b> <a href="mailto:acoufal@tha.gov">acoufal@tha.gov</a> <b>Fax:</b> 785-357-2648 <b>Mail:</b> 2010 SE California Ave. Topeka, KS 66607	<b>Submit an Electronic Application:</b>	<a href="#">Topeka Housing Authority Employment Application</a>
<b>Job Description:</b>			

## I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

## II. TASKS

This staff member will perform the Administrative Assistant Floater tasks described below in a combination to be reviewed and agreed on at least annually.

- A. Provide clerical support to all THA departments when needed  
Screen forward and return calls, make copies, filing, assist with large mailings, prepare and send routine letters and correspondence and assist Management Team.
- B. Business Office Operations  
Assist by taking rent payments at the beginning and end of each month. Print, fold and mail out lease violations monthly then enter into TARS system for each violation and file. Follow up on lease violations and prepare packets for attorney. Breakdown files and folders. Set up and gather information for paycards. Support Business Office staff when needed.
- C. Front Desk Operations  
Front desk relief for THA and for the Pine Ridge Family Health Center as needed. This would include, greeting and assisting walk-ins and callers. Provide information to callers. Refer persons to sources of assistance inside and outside THA. Knowledge of all THA programs.
- D. Public Housing Operations  
Assist Public Housing staff with meetings and preparation of files. Enter in applications and update applicant information as needed. File and pull folders for staff when needed. Breakdown closed files.
- E. Section 8 Operations  
Compile packets for Section 8 meetings. Assist Section 8 staff with meetings. File and pull folders for staff when needed. Breakdown closed files. Send meeting correspondence to applicants and participants.
- F. Other duties as assigned  
As assigned, perform other duties that require a level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above.

## Administrative Assistant Floater Position Description

### **III. CONTINUOUS IMPROVEMENT**

- A. Promote innovation and positive change
- B. Improve THA programs and systems
- C. Improve THA facilities and complexes
- D. Participate in training and capacity building events as assigned

### **IV. KEY TRAITS**

- A. Ability to learn, absorb, process and apply information
- B. Listening and oral communication skills
- C. Sound academic skills---reading, writing, computation
- D. Adaptability, creative thinking and problem solving, openness to change
- E. Self-management, self-esteem, goal orientation
- F. Effective in/with groups; interpersonal, negotiation, and teamwork skills
- G. "Big picture" view of the organization; leadership skills; ability to organize and motivate self and others

### **V. KNOWLEDGE**

- A. Standard office computer hardware and software including Word, Excel, and Outlook
- B. Standard office telephone etiquette and procedures
- C. Standard customer service etiquette and procedures
- D. Operation of standard office equipment (fax, copier, multiple line telephone)

### **VI. SKILLS**

- A. Use of standard office computer hardware and software
- B. Interact with and provide assistance to a diverse range of program applicants and participants directly and by telephone
- C. Ability to type 40 words per minute
- D. Bilingual preferred

### **VII. PHYSICAL REQUIREMENTS**

- A. Handle and maintain files and records
- B. Ability to work at a computer
- C. Ability to bend, stretch, get in and out of a vehicle

### **VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES**

- A. Valid Kansas Class C Drivers license
- B. Specialized certification as assigned
- C. High school diploma or equivalent required. Some college or advanced training preferred
- D. Acceptable driving record for insurance purposes

### **IX. EXPERIENCE**

- A. Two years of office/clerical experience required
- B. An equivalent combination of training and experience
- C. Some experience with affordable housing programs preferred

### **X. SUPERVISORY RESPONSIBILITY**

None