



# Join Our Team

## An Exciting and Rewarding Career Opportunity

### Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-015	Office Assistant
Number of Openings	Compensation (Depending on Experience)
1 or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$42,306.99 (Step 1)- \$67,634.11 (Step 20) annually <i>The typical starting range for this position is between \$42,306.99 and \$46,698.91, DOE.</i>

Opening Date	Closing Date
March 23, 2024 <i>Applications are reviewed on a rolling basis.</i>	April 6, 2024, (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should (<b>required</b>):</p> <ul style="list-style-type: none"> <li>▪ Complete an application online - to apply click <a href="#">here</a></li> <li>▪ Submit a cover letter and resume</li> </ul> <p style="text-align: center;"><b>Incomplete applications will not be considered.</b> <i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, candidates <b>must</b> successfully:</p> <ul style="list-style-type: none"> <li>▪ Complete a background investigation which may include: (<i>education, criminal history, credit, fingerprints, and DMV</i>)</li> <li>▪ Pass a workplace drug test (including marijuana*)</li> <li>▪ Possess a valid State of Nevada driver’s license</li> <li>▪ Possess a clean driving record</li> </ul>

*\*As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.*

Employee Benefits
<p>Pay is only part of the generous total compensation package you receive while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is currently recruiting <b>Office Assistants</b> to join our team. Through its public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - <a href="http://www.snrha.org">www.snrha.org</a>.</p> <p>If relocating from out-of-state, more than its famous Strip which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour’s drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S. with residents enjoying no state income tax, no county income tax, no inheritance tax, and lower property taxes.</p>

Position Summary
<p>The <b>Office Assistant</b> is responsible for performing a wide range of administrative, clerical, and office operations duties for our Housing Choice Voucher Department. This position requires a motivated individual who can work independently as well as part of a team. The position <b>must</b> adhere to the confidentiality standards of the Privacy Act of 1974, {USC § 552A} as amended.</p>

**Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer**  
*SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.*

## Duties and Responsibilities

This announcement is a **summary** of typical job functions and not an exhaustive or comprehensive list of all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Provide a broad range of administrative, secretarial, and clerical support to the Program Manager, Executive Secretary, and other department staff, which may include taking minutes at various department-related meetings.
- Prepare correspondence; memoranda, letters, information packets, and other communication; make and distribute copies; pick up and deliver mail; distribute and route incoming mail and arrange for outgoing mail pick-up; process mail, correspondence, and other items.
- Maintain calendars, and schedule meetings, and appointments. Prioritize and resolve complex meetings; update and maintain records.
- Update and maintain records; schedule appointments and meetings in an accurate and timely manner.
- Format, draft, compose, prepare, and proofread a wide variety of documents from drafts or verbal instruction; may prepare large mailings.
- Compile, update, and maintain statistical information and data needed for reports or as requested; create, format, and update various types of reports; check for accuracy and organize data; may run periodic reports from an automated system.
- Enter data from various sources into spreadsheets or databases using a personal computer, including accounting, statistical, and related information; inputs corrections and updates; verifies data for accuracy and completeness; retrieves data as requested.
- Assist in monitoring departmental expenditures as they relate to purchase orders; prepare and keep track of check requests and receipt and distribution of checks in accordance with Housing Authority policy and procedures.
- Maintain office supplies and other supply inventory as required.
- Coordinate maintenance of office equipment and office space work orders, and assist in the maintenance and organization of the office.
- Operate a variety of office equipment in processing information to prescribed formats (i.e., computers, copy machines, etc.).
- Comply with SNRHA and department rules, policies, procedures, and practices.
- Support the relationship between SNRHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff.
- Perform other job-related tasks and duties as assigned.

*This position is eligible for participation in the collective bargaining unit (SEIU) representing certain Southern Nevada Regional Housing Authority employees.*

## Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully on the job. Applicants who meet minimum qualifications are not guaranteed an interview; however, are further assessed in order to determine how well (s) they meet the minimum qualifications of the position and the immediate needs of the agency. Applicants must possess the following:

- High School diploma or GED equivalent.
- Two (2) years of demonstrated experience providing administrative and/or secretarial support.
- Demonstrated proficiency in Microsoft Office applications (Word, Excel, and PowerPoint).
- Must type 35 net words per minute as demonstrated by a typing certificate dated no more than one year before the date of application.
- Exceptional organizational skills and ability to multi-task.
- Strong communication skills, both written and verbal, ensuring clear and effective interaction with customers and team members.
- Exceptional interpersonal skills.
- Proactive, multitasker with the ability to self-manage time and tasks effectively.
- Commitment to maintaining a high level of professionalism and confidentiality.
- Strong problem-solving skills and exceptional attention to detail.
- Ability to analyze data, generate reports, and develop processes.

## Preferred Qualifications

Preferred qualifications are desired qualifications above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Some college-level coursework.
- Bilingual skills (English/Spanish).
- Three (3) years of progressively responsible administrative work experience.

## Screening and Selection

Applicants who meet minimum qualifications may be further considered. Minimum qualifications are used as a first step in identifying applicants who may perform satisfactorily on the job. Applicants who “meet” minimum qualifications are further assessed in order to determine how well they meet the minimum qualifications for the position. Evaluation factors include but are not limited to a cover letter, resume, writing samples, pre-employment testing, panel interviews, references, performance evaluations, and background investigation.

## Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact our Human Resources Department (702.477.3170).

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