



# Join Our Team

## An Exciting and Rewarding Career Opportunity

### Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-048	Executive Secretary
Number of Openings	Compensation (Depending on Experience, DOE)
One or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$52,310.96 (Step 1) - \$83,627.02 (Step 20) annually <i>The typical starting range for this position is between \$52,310.96 and \$57,741.63. DOE</i>

Opening Date	Closing Date
<b>October 29, 2024</b> <i>Applications are reviewed on a rolling basis.</i>	<b>November 8, 2024 (or until filled)</b> <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:</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>Only complete applications will be considered.</b></p> <p><i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, the candidate <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 within 72 hours*</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 your generous compensation package 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 recruiting an <b>Executive Secretary</b> to join our team. SNRHA provides affordable housing to low- and moderate-income households through its public and affordable housing programs. 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, county income tax, inheritance tax, and lower property taxes.</p>

Position Summary
<p>The <b>Executive Secretary</b> is responsible for assisting the assigned department in the day-to-day operations by performing advanced administrative duties, complex clerical tasks, and office assignments. It is responsible for preparing correspondence, compiling data and presentation products, maintaining calendars for the department and department heads, orienting new employees into the department, and maintaining confidentiality.</p>

### Duties and Responsibilities

**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.*

This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Prepares reports, memoranda, correspondence, policies, and other written materials as needed and transcribes dictation in an accurate and timely manner.
- Compiles and organizes information and materials for meetings, attends such meetings, and records and prepares official minutes for distribution in an accurate and timely manner.
- Utilizes the Annual Timeline to keep track of department tasks, HUD timelines, and annual requirements.
- Monitors and maintains an adequate stock of office supplies and copy paper as required; coordinates travel arrangements for meetings, conferences, and public functions.
- Screen calls, visitors, and mail; respond to sensitive requests for information and assistance; resolve tenant concerns and complaints or refer to appropriate staff; research and compile data in response to requests for information. Ensures the Director and Deputy Director are kept informed of complaints.
- Updates follow, and delegated tasks and projects are kept on schedule to ensure administrative progress to deadlines.
- Writes Administrative Chapters for the Administrative Plan or Application for Continued Occupancy Policy and Standard Operating Procedures. Meets with management to discuss suggested changes to the Admin Plan and make the approved changes using Track Changes in Microsoft Word.
- Prepares Desktop Instructions for all Executive Secretary functions. Defines these instructions on a step-by-step basis/checklist.
- Performs routine clerical support duties, copying documentation, filing, and record keeping (hard copy and electronic files) and processing correspondence per Housing Authority policy and procedures.
- Establishes appointments, mails out letters, and updates the files as required. Assists in monitoring the department's budget and completing independent projects as assigned.
- Monitor and assist in preparing employee evaluations.
- Ensure employee history logs are updated monthly.
- Coordinate travel arrangements for meetings and conferences.
- Prepare timesheets.

*This position is **NOT** eligible for participation in the collective bargaining unit (SEIU), which represents certain Southern Nevada Regional Housing Authority employees.*

### Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well they meet the position's minimum qualifications and the agency's immediate needs. Applicants should possess the following:

- High School Diplomas or GED.
- Three (3) years of progressively responsible administrative support at an executive level
- Demonstrated ability to type 50 words per minute by certification dated within one year of application.
- Valid Nevada State-issued Driver's license and satisfactory driving record.
- Excellent communication, both oral and written, problem-solving, time management and organizational skills

### 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:

- Previous public agency experience.

### Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

### Reasonable Accommodation

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

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