



An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
25-024	Jobs Plus Office Assistant (grant-funded)
Number of Openings	Compensation (Depending on Experience, DOE)
1-Job Plus Office Assistant (grant-funded , Full-Time, 7 AM to 6 PM, Mon-Thurs)	Salary Range: \$44,422.35 (Step 1) – \$71,015.78 (Step 20) annually Typical Starting Salary: \$44,422.35 – \$49,033.92 annually, (DOE)
Opening Date	Closing Date
July 17, 2025 <i>Applications are reviewed on a rolling basis.</i>	July 31, 2025 (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
This position is open to both internal and external applicants. Applicants should: <ul style="list-style-type: none">Complete an application online - to apply, click hereSubmit a cover letter and resume <p>Incomplete applications will not be considered. <i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	Upon a conditional offer of employment, the candidate must successfully: <ul style="list-style-type: none">Complete a background investigation, which may include: (<i>education, criminal history, credit, fingerprints, and DMV</i>)Pass a workplace drug test within 72 hours*Possess a valid State of Nevada driver's licensePossess a clean driving record

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

Employee Benefits
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/Employee-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Under the Public Service Loan Forgiveness (PSLF) program, student loan forgiveness is available to qualified individuals.

Overview
The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting a Jobs Plus Office Assistant 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 - www.snvrha.org .
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 terrific 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), a few hours' 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.

Position Summary
The Jobs Plus Office Assistant position performs various administrative, clerical, and office duties. Duties vary depending on the department. This position requires a motivated individual who can work independently and as part of a team. The position must adhere to the confidentiality standards of the Privacy Act of 1974, {USC § 552A} as amended.

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.

Jobs Plus Office Assistant

Duties and Responsibilities

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.

- Provide a broad range of administrative, secretarial, and clerical support to the Department Head, Manager, Supervisor, 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 accurately and promptly.
- Format, draft, compose, prepare, and proofread various documents from drafts or verbal instructions; may prepare large mailings.
- Compile, update, and maintain statistical information and data needed for reports or as requested; create, format, and update various 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; input corrections and updates; verify data for accuracy and completeness; retrieve data as requested.
- Assist in monitoring departmental expenditures related to purchase orders; prepare and keep track of check requests and receipt and distribution of checks per Housing Authority policy and procedures.
- Maintain office supplies and other supply inventory as required.
- Coordinate maintenance of office equipment and work orders for office space and assist in maintaining and organizing the office.
- Operate office equipment to process information in prescribed formats (e.g., computers, copy machines, etc.).
- Comply with SNRHA and department rules, policies, procedures, and practices.
- Demonstrate courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff to support the relationship between SNRHA and the constituent population.
- 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 help identify candidates most likely to perform successfully in the role. Meeting the minimum qualifications does not guarantee an interview; however, applicants will be further evaluated to determine the extent to which they meet the position's requirements and align with the agency's immediate needs. Applicants should demonstrate the following:

Education, training, and work experience:

- 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 multitask.
- Strong written and verbal communication skills, 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.

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

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, and background investigation.

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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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Jobs Plus Office Assistant