



13. Performs all other related duties as assigned.

**SECONDARY JOB DUTIES:**

1. Provides receptionist duties as needed.
2. Provides typing services for the Departments within the division.
3. Assists in the preparation of mailings.
4. Proofreads documents for the Director(s)

**EDUCATION AND EXPERIENCE**

High School or Associate Degree in with a strong formal background in secretarial skills and two years of work experience as an administrative assistant to a Senior Executive; or

Three to five years experience as an administrative assistant to a Senior Executive.

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to draft correspondence and memorandums based on limited instructions
2. Strong organizational skills.
3. Ability to present the Authority to outside agencies in a cooperative and professional manner
4. Above average office and typing skills (65 WPM)
5. Ability to operate office machines
6. Sophisticated knowledge of and proficiency in basic office computer software including Internet and e-mail systems, Microsoft Word 6.0 and Excel.
7. Ability to assemble and evaluate factual information on program related issues
8. Valid Connecticut Driver's License.
9. Ability to arrange travel schedules and accommodation in a cost effective manner

**APPLICATION AND SUBMISSION**

**ELM CITY COMMUNITIES, HOUSING AUTHORITY NEW HAVEN RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY.**

***All applications and resumes must be in the Human Resource Office on or before June 29, 2018.***

Job descriptions & Applications may be obtained from HANH at 360 Orange Street, New Haven, CT 06511. Resume submission without applications to the address above, Fax number (203) 497-8202, e-mail to [jobs@newhavenhousing.org](mailto:jobs@newhavenhousing.org), TDD number (203) 497-8434, between the hours of 9:00 - 5:00 p.m. weekdays. The Housing Authority accepts applications only for positions it is trying to fill. If an applicant requires further information, please call the HR Office at (203) 498-8800 Ext. 1022. Disabled are encouraged to apply.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V**