

ARIZONA DEPARTMENT OF HOUSING
www.azhousing.gov

Administrative Assistant III

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

JOB SUMMARY

Under the supervision of the Assistant Deputy Director/Programs, this position will provide administrative support to the Rental Development (Low Income Housing Tax Credits) and Asset Management Programs. This position will extensively use Microsoft Word, Excel and Power Point software programs. Will perform word processing, proof reading, copying, file set-up and maintenance, processing employee leave requests, prepare mailings, Housing Development Software (HDS) data entry, BGI Loan Servicing data entry, new contract preparation and routing, contract close-outs, prepare purchase orders, arrange travel, handle tasks associated with program meetings (scheduling, meeting preparation, locating/reserving meeting rooms and securing equipment), arrange conference calls/webinars, take/transcribe meeting minutes, maintain lists and spreadsheets, process Freedom of Information Act records requests, prepare materials for record keeping and auditing; arrange for file rotation/inventory/disposal/archive, maintain mailing lists; provide front desk relief on an as needed basis, assist with event registration and provide agency conference support. This position will assist with creating and reviewing documents related to Environmental Reviews and Labor Standards Compliance. Manage portals for the program areas to which they are assigned, ensuring files are downloaded, distributed and stored as required. Become proficient in managing HDS and IDIS data for the respective Programs, extracting and entering data as necessary.

Candidates must have at least three years administrative experience, performing the duties described herein. Prefer experience working for a housing agency that administers the following funds: HOME, LIHTC, NHTF, NSP. Must have strong knowledge of standard administrative office practices and procedures; business correspondence formatting; proficient in Microsoft Office, Word, Excel, and PowerPoint. Must possess a high proficiency with typing, spelling, grammar, punctuation, organizational, interpersonal and computer skills. Must be receptive and adaptable to changes and use professional interpersonal skills when communicating with stakeholders, co-workers and supervisor. Must be highly organized and have the ability to work on many projects simultaneously as well as respond quickly to frequent and random assignments with short deadlines as well as longer deadlines with more steps.

BENEFITS

The State of Arizona provides an excellent comprehensive benefits package including:

- Medical, Dental, Life, and Short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- Accrued vacation and sick leave
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is mandatory. New hires may be subject to a waiting period for enrollment.

The State of Arizona an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.