



JOB POSTING

The Mesilla Valley Public Housing Authority is accepting applications for:

HCV Administrative Assistant / Clerk: Temporary/Part-Time Position

Duties include: Provides clerical support including filing, preparation of correspondence, data entry, and completion of forms. Answer HCV phone calls and provides information to callers, prepares correspondence, and enters notes into the system. Assists Admissions Coordinator during HCV Wait List Opening, briefings scheduled, and background processing if required. This is considered a non-exempt position as defined by the Fair Labor Standards Act (FLSA). This is a part-time/temporary position.

Requirements include High school diploma/GED required. Associate Degree or 60 hours of undergraduate coursework and two (2) years related experience required, or any equivalent combination of education and experience, which provides the knowledge, skills, and abilities necessary for the job. Computer literacy, including knowledge and use of personal computers and application software required. Proficient computer skills in Microsoft Word and Excel required. Bilingual (English/Spanish required). Must have and maintain a valid Driver's License. Salary is based on experience.

Job descriptions and application packets will be available at 926 S. San Pedro Street, Las Cruces, NM 88001 or by email at: MVPHAPERSONNEL@gmail.com (A complete application requires a completed MVPHA Application for Employment, signed letter of interest and current resume.) Position will remain open until filled.

Equal Opportunity Employer.

July 31, 2019





APPLICATION PACKET

HCV Administrative Assistant/Clerk: Temporary/Part-Time Position

All applicants must submit a ***complete*** application package that includes the following documents:

1. Application for Employment (filled out in full and signed).
The names, addresses, and telephone numbers of three (3) professional references must be included; and
2. Letter of interest (dated and signed by applicant); and
3. Current resume detailing education, computer skills and related experience. Addresses and phone numbers for all educational institutions must be included.

Incomplete application packages will not be considered. The Mesilla Valley Public Housing Authority (MVPHA) will rate the applications based on predetermined criteria in order to select the applicants best qualified for each position. The top ranked applicants will then be contacted for interviews. (Applicants selected for interviews may be required to take written, typing, and computer literacy tests, as well as bilingual skills test as a portion of the interview process). Only those applicants contacted for interviews will be notified of the final selection. Pre-employment backgrounds screenings will be conducted following the interviews. The selection process may take up to 30 days.

Persons requiring special accommodations should contact Maria Licon at 575-528-2005 to make necessary arrangements.

August 5, 2019

JOB TITLE: Housing Choice Voucher Administrative Assistant/Clerk

EXEMPT: No

DEPARTMENT: Housing Choice Voucher Program

LOCATION: Office

REPORTS TO: Jaclyn Leyva HCV Program Manager

PREPARED BY: JL

DATE: 7/2019

APPROVED BY: LR

DATE: 7/2019

SUMMARY: Under the supervision of the Housing Choice Voucher Program Manager, provides clerical support including filing, preparation of correspondence, data entry, and completion of forms. This is considered a non-exempt position as defined by the Fair Labor Standards Act (FLSA).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares, organizes, and maintains HCV tenant files with the most recent documentation.

Log all HCV documents that are received by tenants and applicants into the system for tracking purposes.

Gathers applicable forms, documents, correspondence, and Housing Assistance Payment Contracts for tenant and/or landlord signatures. Review of pending Housing Assistance Payment Contracts weekly for follow up if required.

Review all necessary eligibility and new admission paperwork for completion. Daily follow up may be necessary.

Schedules appointments for eligibility appointments monthly. Place a note into the system and a copy of the appointment letter into the file.

Prepare documentation for files that are ineligible for removal from the appropriate waiting list and assist the Admissions Coordinator as needed.

Answer HCV phone calls and provides information to callers, prepares correspondence, and enters notes into the system.

Assists Admissions Coordinator during HCV Wait List Opening, briefings scheduled, and background processing if required.

Fills in for the front desk receptionist during daily lunch periods and leave requests.

Copy briefing packets, RFTA's, and other documentation as needed.

Refers applicants/general public to local social service agencies, as appropriate.

Maintains confidentiality of records and documentation of each wait list and reports to HCV Manager as needed.

Complies with internal security and safety practices established by the Housing Authority.

Establishes and maintains good working relationships with those contacted in the course of work.

Performs other related duties as assigned or directed.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma/GED required. Associate Degree or 60 hours of undergraduate coursework and two (2) years related experience required, or any equivalent combination of education and experience, which provides the knowledge, skills, and abilities necessary for the job.

Knowledge of HUD policies and federal, state, local laws, rules and regulations related to low income housing preferred.

Proficiency in Microsoft Word and Excel required. Computer literacy, including knowledge and use of personal computers and application software required.

LANGUAGE SKILLS:

Bilingual (English/Spanish) required. Good reading, writing, and grammar skills. Ability to communicate effectively in English and Spanish. Good interpersonal relations and communicative skills. Ability to read, analyze, and interpret federal regulations, and operating and procedure manuals. Ability to write reports and technical correspondence. Ability to effectively present information and respond to questions.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to interpret HUD and MVPHA rules and regulations regarding admissions and occupancy for the HCV Program. Ability to work with culturally diverse populations at various socioeconomic and educational levels. Ability to work effectively within a team environment and establish and maintain cooperative working relationships. Ability to exercise good judgment in appraising situations and making decisions. Ability to deal effectively with situations that require tact and diplomacy, yet firmness. Ability to plan, organize, prioritize work assignments, and work independently. Ability to work and/or remain calm under pressure. Ability to follow directions, meet deadlines, and produce work that is organized, accurate, and legible.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have and maintain a valid New Mexico Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, talk or hear. The employee is occasionally required to sit, walk, crouch, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is typically in an office setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

Job descriptions currently in effect are reviewed and may be revised by the Housing Authority at any time in response to changing business needs or other requirements, with or without written revisions. Changes will be announced as they occur, but you may also contact the HCV Manager. The Housing Authority maintains the sole and absolute right to make such changes at any time without notice.

APPLICATION FOR EMPLOYMENT
MESILLA VALLEY PUBLIC HOUSING AUTHORITY
 926 S. San Pedro
 Las Cruces, NM 88001
 (575) 528-2000

PERSONAL DATA (PLEASE PRINT):

Name: _____ Date: _____

Position applied for: _____

Address: _____

Street City State Zip Code

Telephone number(s): _____

Email address: _____

BACKGROUND INFORMATION:

Do you have a valid driver's License: Yes: ___ No ___ State: _____

License Number: _____ Expiration Date: _____

Are you related by blood, adoption, or marriage to someone currently employed at the Housing Authority? Yes ___ No ___ (If yes, this does not automatically eliminate your application.)

If yes, employee's name: _____ Relationship: _____

Have you previously applied for a position at the MVPHA? Yes: _____ No: _____

If yes, what position? _____ Date of previous application: _____

How did you hear about this position?

- Newspaper ad _____ Friend _____
- Employment Agency _____ Relative _____
- Dept. of Workforce Solutions _____ Other: (list) _____

Please fill out all items on the employment application. **Do not leave blanks.**

EMPLOYMENT RECORD:

Start with your present or most recent employer, and describe your employment history for the past ten years, or any other relevant positions prior to that time. Include military service, if applicable. If you need more space, use additional paper. **You may attached a resume in lieu of this page ONLY if it contains all of the information that is requested below. Incomplete applications will not be considered.**

1. Employer: _____ Address: _____
City and State: _____ Phone No: _____
Title: _____ Employed from: _____ To: _____
Supervisor's Name & Title: _____
Duties: _____
Reason for leaving: _____
Hours a Week: _____ Starting Salary: _____
Ending Salary: _____

2. Employer: _____ Address: _____
City and State: _____ Phone No: _____
Title: _____ Employed from: _____ To: _____
Supervisor's Name & Title: _____
Duties: _____
Reason for leaving: _____
Hours a Week: _____ Starting Salary: _____
Ending Salary: _____

3. Employer: _____ Address: _____
City and State: _____ Phone No: _____
Title: _____ Employed from: _____ To: _____
Supervisor's Name & Title: _____

Duties: _____

Reason for leaving: _____

Hours a Week: _____ Starting Salary: _____

_____ Ending Salary: _____

May we contact your past/present employers regarding your qualifications and performance? Yes No

EDUCATION:

	Schools Attended including name of school, complete address & phone number	Course of Study	Date of completion	Diploma/ Degree received
High School				
College				
Community College				
Trade/technical				
Other (specify)				

List any special licenses or certificates that you hold: _____

DUAL LANGUAGE PROFICIENT SKILLS:

Indicate any languages **OTHER THAN ENGLISH** that you can speak, read and/or write.

	Excellent	Good	Fair
Speak			
Read			
Write			

CLERICAL/COMPUTER SKILLS:

Do you know how to use a personal computer? Yes _____ No _____

List any word processing software that you can operate: _____

List any spreadsheet software that you can operate: _____

List any other software that you can operate: _____

List other automated office equipment that you can operate: _____

PROFESSIONAL REFERENCES:

List three persons not related to you whom we may contact regarding your job qualifications and performance.

	Name	Occupation	Address	Telephone No.
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

ADDITIONAL INFORMATION:

State any additional information or skills that you would like to be considered: _____

APPLICANT'S STATEMENT:

Check one of the following statements.

I qualify under the American with Disabilities Act (ADA) and request reasonable accommodations if I am selected for an interview. Specify what reasonable accommodations you will require. (Some accommodations will require documentation of disability).

I do not qualify under the American with Disabilities Act (ADA).

I give my consent to my former employers to release information about my past employment including my performance, qualifications, reasons for separation and other information and I release my former employers and their agents from all possible claims that could arise from giving information about me to the Housing Authority. I certify that all statements or responses made in this application and resume, if there is one, are true and complete, and that all documents are valid. In the event of employment, I understand that false, incomplete, or misleading information given in my application, resume or interview(s) may result in my discharge. I also understand that I am required to abide by all the rules, policies, and procedures of the Housing Authority. I understand that employment with the Housing Authority is at will, meaning either the Authority or I can end the employment relationship at any time for any reason, with or without notice or cause.

Signature of Applicant

Date

The Mesilla Valley Public Housing Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, ancestry, age, disability, sexual orientation, gender identity, or veteran status. The Housing Authority makes reasonable accommodations for mentally or physically disabled applicants and employees.