



District of Columbia Housing Authority

Vacancy Announcement

Central Office

ANNOUNCEMENT #19-30(A)

(This announcement amends area of consideration and opening and closing dates)

Title: Clerical Assistant	Department: Housing Choice Voucher Program Contract Administration Division
Grade: DS-0303-07	Salary Range: \$42,488 pa - \$55,438 pa
Opening Date: 04-09-19	Closing Date: Open until filled
Area of Consideration: DCHA Employees and the General Public	

Duties and Responsibilities:

- Accepts, date stamps and distributes incoming mail; notes incoming mail in automated system, including data entry and scanning documents; re-mails returned correspondence as necessary.
- Assists in the preparation of management renewal and other contract management documents.
- Responds to public, participant, and owner inquiries with general information and assistance regarding the HCVP Housing Programs Division.
- Enters and retrieves data from the computer system(s); compiles information for reports; and provides information and assistance to DCHA employees, participants and owners.
- Receives incoming telephone calls and e-mail inquiries, ascertains the purpose of the calls/inquiries and utilizes judgment to determine which calls can be responded to personally, which can be directed to the supervisor and which can be referred elsewhere.
- Ensures that adequate forms and documents are readily available for usage and are professionally reproduced.
- Works with the Contract Compliance Manager to ensure that the needs of the Contract Administration staff are being met; and keeps the Contract Compliance Manager informed as needed.
- Tracks staff leave, prepares time and attendance for the division and upon request, conducts related audits.
- Supports HCVP front desk with the assistance to participants and landlords as needed.
- Prepares draft replies to general correspondence for supervisor's review; provides clerical support to the various staff members. On an as needed basis, incumbent assists with the preparation of documents for bulk mailings, typing, filing and/or distribution.
- Files and keeps organized accurate records; Performs document scanning as needed.
- Performs other related duties as assigned.

Qualification Requirements:

High School diploma or equivalent from an accredited school; at least three (3) years related experience; or the equivalent combination of education and experience which meets the minimum qualifications requirement may be substituted.

Quality Ranking Factors:

The following ranking factors will be used in the evaluation process. All applicants must respond to each ranking factor by providing a narrative statement addressing the factors listed below. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, etc. that includes the degree to which you possess the job related knowledge, skills and ability described in the ranking factors.

Note: Failure to respond to all ranking factors will eliminate you from consideration

Ranking Factor #1: Knowledge of and experience in the use of policies relative to administrative planning and the coordination of management activities..

Ranking Factor #2: Considerable knowledge of the organization and functions of the District of Columbia Housing Authority.

Ranking Factor #3 Knowledge of Housing Choice Voucher Program rules and regulations

Ranking Factor #4: Considerable knowledge of grammar, spelling, and punctuation sufficient to draft non-technical correspondence and to correct obvious errors in typed reports, memoranda correspondence, etc

Other Significant Factors:

- Applicants may be subject to background, past employment and personal history investigations.
- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202)535-1618.
- This position is in the Collective Bargaining Unit represented by AFGE Local 2725

The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.

This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.

For consideration please submit your application to:

**Human Resources Department
1133 North Capitol Street N.E., Room 222
Washington D.C. 20002
Fax # (202) 535-1375**

DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

