



UIHA Employee Job Description

Last updated: 02JUL25

Job Title: Administrative Assistant
Status: Full-time
Reports to: Executive Director

FLSA: Non-Exempt
Salary: \$18.77/hr
Department: Administration

Supervisor:

Works under the direct supervision of the Executive Director.

Scope of Duties:

Works under direct supervision of the Executive Director, will assist as directed, but works closely with the Occupancy, Finance, and Maintenance departments and its staff. Serves to meet and assist the general public to include program clients. Greets the public personally or telephonically and directs them to the proper department.

Duties and Responsibilities:

A summary of duties and responsibilities is listed below, but will perform other duties as assigned:

- Greets general public entering the office, determines nature and purpose of visits and directs visitors to specific departments, answers questions and provides information to public regarding housing programs.
- Answers telephone, forwards incoming telephone calls, takes messages, schedules appointments for the executive director.
- Routes/transmits information and/or documents to staff of UIHA via email, mail, or facsimile for employees of organization.
- Records, compiles, data entry and retrieves information on computer using Microsoft office, HDS software, and Great Plains software.
- Types memos, correspondence, and mailings for executive director and administration.
- Prepares all travel request, flight arrangements, prepares training registration, reserves rooms, and per diem/mileage.
- Files and maintains records.
- Maintains and operates telephone switchboard, when out of the office on errands other staff will cover answering incoming telephone calls.
- Checks mail at post office and tribal office daily, logs in all incoming mail and distribute to UIHA departments.
- Maintains all office equipment and stamp machine.
- Orders office supplies when needed.
- Collects tenant payments daily using HDS software.
- Prints cash entry receipt from HDS software, if needed mail copy of receipt.
- Prepare bank deposits beginning of each day, deposit at the bank or electronically
- Prepares announcements for newspapers/web for IFB/RFQ/RFPs as needed. Maintains log for all bid/proposal documents submitted.
- Prepares purchase orders.
- Assist Finance specialist with preparing payables, cross train with the Finance Specialist running timecards/payroll/payroll checks, and reports for filing.
- Pick up deduction checks at the Tribal Office for tenants who have rent taken out of their payroll/dividend/golden age and post in HDS software.



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- Performs as a certified Notary - notarize papers as need by housing or tribal members.
- Other duties as assigned.

Education and Experience:

High School Graduate or G.E.D or equivalent combination of education and experience of three years as a secretary to fill position. Experience with HDS software, Great Plains software, and Microsoft Office software. Basic skills in using office machines; ten-key, typewriter, photocopy machine, fax machine. Excellent public/telephone etiquette is necessary.

Required Knowledge, Skills and Abilities:

- Must be able to work without constant supervision.
- Must be able to work with basic computer skills including Microsoft Office applications.
- Must be able to communicate effectively, both verbally or written.
- Ability to follow formal and informal directions from superiors.
- Must possess strong organization skills.
- Ability to work within time lines and deal with unexpected situations effectively.
- Ability to work with other employees with the goal of completing a given task.
- Ability to professionally interact with general public, especially tenants of the Housing Authority Program.
- Ability to adhere to rules and regulations regarding UIHA and knowledge of NAHASDA regulations.
- Ability to be flexible with working on multiple projects at one time as assigned.

Necessary Requirements:

- Must possess Valid Utah State Driver's License
- Submit a driving record from DMV with application
- Obtain and Maintain a Tribal Department License
- Subjected to random Drug Testing
- Upon successful hire, will be required to fulfill a Criminal History Background Check