

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY (MDHA)
HUMAN RESOURCES DIVISION
EMPLOYMENT OPPORTUNITY**

MDHA is a non-profit, public agency serving Nashville and Davidson County. Its mission is to create affordable housing opportunities for Nashvillians, nurture our neighborhoods and build a greater downtown.

All persons desiring to be considered for available positions should submit a resume and application to:

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

HUMAN RESOURCES DIVISION

701 South Sixth Street, P.O. Box 846

Nashville, Tennessee 37202

Fax - (615) 780-7019

www.Nashville-MDHA.org

Personnel@Nashville-MDHA.org

All applicants will be required to submit an Agency application regardless of whether a resume is submitted or not. MDHA application is available at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

**POSITION: ADMINISTRATIVE STAFF ASSISTANT
SALARY: \$29,168 - \$39,136**

JOB OBJECTIVE: Under limited supervision, to perform varied administrative support functions and to do related work as required.

REQUIREMENTS: High School diploma and at least one (1) year of additional training in administrative support or a related area, plus three (3) years of experience in administrative support. Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL JOB FUNCTIONS:

- Performs varied duties in entering and maintaining computerized information;
- answers phones and directs calls to appropriate staff
- receives, sorts and distributes mail; greets visitors; maintains and searches files;
- obtains and recounts information which requires considerable knowledge of the department;
- makes appointments and arrangements
- compiles data for statistical, financial or narrative reports;
- may aid in training new employees;
- operates a variety of office machines;
- deals with the public and answers questions on matters involving some knowledge of departmental policies and procedures;
- answers general inquires
- refers the more difficult and complex problems and questions to a higher authority or other appropriate staff.

EQUIPMENT USED: Personal computer with related word-processing software, multi-line telephone, and general office equipment.

SUPERVISION EXERCISED: None

ABILITIES REQUIRED: Experience using Microsoft Office or equivalent word processing and spreadsheet programs; ability to perform administrative support work with speed and accuracy; knowledge of office procedures including the ability to spell, punctuate and use grammar correctly; knowledge of clerical methods and practices; knowledge of departmental procedures; ability to deal courteously with the public; ability to establish and maintain effective working relationships; willingness and mental and physical ability to perform the duties involved in this classification. Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

LICENSES REQUIRED: Valid Tennessee Driver's License

LAST DATE FOR ACCEPTING APPLICATIONS

Tuesday, October 31, 2017 at 3:00 p.m.

TDD# 252 - 8599

To request assistance with language interpretation or a reasonable accommodation contact # 252-8550

