



The mission of MDHA is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY  
HUMAN RESOURCES DIVISION**

**Position Open: February 11, 2019  
Position Closing Date: February 25, 2019**

## **Job Announcement**

**Position: HOME UPLIFT ADMINISTRATIVE STAFF ASSISTANT**

**CONTRACT POSITION**

**Salary: \$30,043**

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

**MDHA offers competitive salaries and an amazing retirement program.**

**Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.**

### **REQUIRED EDUCATION, EXPERIENCE AND LICENSES:**

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 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;
- receives Home Uplift applications and all appropriate documentation;
- corresponds with Home Uplift applicants regarding information received and status;
- schedules home and office visit appointments and arrangements for Home Uplift program
- compiles data for statistical, financial or narrative reports;
- operates a variety of office machines;
- deals with the public and answers questions on matters involving some knowledge of departmental policies and procedures and program;
- answers general inquires;
- refers the more difficult and complex problems and questions to a higher authority or other appropriate staff.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- 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.

### **EQUIPMENT USED**

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

### **SUPERVISION EXERCISED**

None

### **LICENSE REQUIRED**

Valid Tennessee driver's license

**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, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.**

Apply at [www.Nashville-MDHA.org](http://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

**Metropolitan Development and Housing Agency  
701 South Sixth St.  
Nashville, Tennessee 37206  
[www.Nashville-MDHA.org](http://www.Nashville-MDHA.org)  
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.