



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

**Position Open: May 16, 2019  
Position Closing Date: May 30, 2019**

## **Job Announcement**

### **Position: ADMINISTRATIVE STAFF ASSISTANT**

#### **Salary: \$30,043 annually, plus benefits**

Our agency is seeking individuals who desire a professional environment, enjoy being a team player and excel in fast pace operations to come join our team as an Administrative Staff Assistant. In this role, under limited supervision you will perform varied administrative support functions and to do related work as required. Some responsibilities include planning, scheduling and coordinating a wide variety of procedures and functions of the department. You will also provide assistance to managerial and other personnel in your department. If you enjoy supporting departments and/or upper level executives then this position is for you!

***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;
- 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.

#### **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.

#### **DESIRABLE QUALIFICATIONS**

- Detailed oriented individual
- Proficient in computer program such as including Microsoft Office suite

**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.**

All applicants will be required to submit an Agency application regardless of whether a resume' is submitted or not. 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

**701 South Sixth Street  
Nashville, Tennessee 37202  
[www.Nashville-MDHA.org](http://www.Nashville-MDHA.org)**

**TDD#252-8599**

**To request a reasonable accommodation or assistance with language interpretation**

**Contact: 252-8550**