



METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION

Position Open: September 27, 2022
Position Closing Date: October 11, 2022

Job Announcement

Position: Administrative Support Clerk for Construction
Salary: \$35,883 - \$48,147 annually, plus benefits

Under limited supervision, to perform varied clerical and administrative support work activity that often requires the exercise of independent judgement. Distribute all incoming, outgoing, intra-agency mail, and provide agency wide messenger services. 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 AND EXPERIENCE

High school diploma, and two (2) years of experience working in administrative support in an office environment using database and office software.

ESSENTIAL FUNCTIONS

- Collect, sort, and deliver incoming and outgoing mail for MDHA Departments (use of Agency vehicle for cross town deliveries)
- Operate mail postage and envelope stuffing machine
- Deliver to Commissioners homes/businesses Board Committee packets, and Board packets monthly
- Answer phone and greet public to answer questions on matters involving general knowledge of departmental, agency policy and procedures
- Refer more difficult and complex questions and problems to a higher authority
- Manage meeting spaces including virtual meetings
- Assist in organizing department supplies and calendars
- Operate copier, personal computer, paper shredder, postage stamp machine, postal scale, and other equipment as required
- Process, distribute, and file hard copies of department documents
- Assist vendors register on MDHA's procurement platform "Housing Agency Marketplace"
- Assist with routine and narrative reports, i.e. updating spreadsheets for Construction Projects, DBE reports, AE monthly expenditures, etc.
- Perform other related duties as necessary

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Behavioral Skills:

- Ability to use tact and courtesy in dealing with others
- Ability to effectively communicate oral and written with strong organizational and time management skills
- Ability to establish and maintain effective working relationships
- General knowledge of roads and streets in Nashville and Davidson County
- Adaptable, takes initiative and is accountable for their work

Technical Skills:

- Ability to perform office work with speed and accuracy including the ability to punctuate and use grammar correctly and make arithmetical computations
- Ability to effectively use a personal computer, ability to learn, update and maintain specialized software applications such as MS Office with emphasis in utilizing MS Outlook, MS Excel, MS Word, Power Point
- Ability to spell and file correctly
- Ability to follow and retain instruction, knowledge of general office procedures
- Ability to reason, analyze and understand documents
- Knowledge of the U.S. Postal Service rules and regulations
- Ability to sort and classify mail efficiently

Physical Skills:

- Willingness, 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

Financial Skills:

None

LICENSE REQUIRED

Valid Tennessee Driver's License and willing and able to drive an agency vehicle

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. 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

Contact - (615) 252-8550
www.Nashville-MDHA.org
TDD#252-8599

To request a reasonable accommodation or assistance with language interpretation
Contact: 252-8550