

## **Administrative Assistant/Personnel Clerk**

**Reports To:** Executive Director

**Location:** Housing Authority Office, Happy Camp

**Salary:** \$24,960 to \$31,200, depending on experience

**Summary:** As the Personnel Clerk shall maintain and audit personnel records and perform human resource functions. As the Administrative Assistant, shall be responsible for performing all functions necessary to process monthly tenant account billings.

**1) What are your typical job responsibilities?**

Posting payments for rentals, lease-purchase, and loan program. Conducting Environmental Reviews, making sure personnel policies are followed, handle acquisitions of property

**2) How do you *really* spend your day?**

Working on my computer; creating spreadsheets; pretty much doing my job as assigned

**3) How do you organize your day to ensure you get everything done?**

I try to work on payment processing in the morning. When environmental reviews are required, I try to schedule a day that I can clear everything else.

**4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?**

I have previously worked in escrow and real estate since I graduated high school. I took the job as the loan officer for KTHA, and have learned different things, and my job has evolved. I am from Arkansas, so as a single mother, moved to the area when I was offered a job at a title company in Siskiyou County. I moved here as a way to better my life and my son's life.

**5) Uppers; what is the thing that you love most about your job?**

I love dealing with the people. Providing homes for low-income Native Americans provides them with some sort of stability to help them better themselves. I really enjoy being a part of that.

**6) Downers; what is the thing that you love least about your job?**

I don't like it when I have to send correspondence to tenants when they get behind on their payments, especially the loan program. Nobody wants to see people lose their homes.

**7) What inspires, excites, and/or motivates you in your job?**

I really enjoy helping people who have applied and did not qualify. When I've worked with them for several months to get their credit cleaned up, and they finally qualify for whatever they are working toward, I get a great sense of pride and accomplishment knowing I helped them realize their goal.

**8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?**

I work 40 hours a week. I usually only have a couple meetings per week. I don't travel too much unless a project is taking place in the loan or home replacement program.

**9) How do you relieve stress?**

Exercise. Also, I leave it all at the office. When I clock out, I don't think about work at all.

**10) Does your job include a lot of traveling? Do you enjoy it?**

No, it does not. I do go on trainings occasionally and site visits, but most of my time is spent in my office. I don't mind traveling.

**11) What advice would you give to someone interested in this line of work?**

Understand credit, and learn different programs such as Excel.

**12) What does *a typical day in your world* look like?**

I get up with my four kids and help them get ready for school. Then I go to work for the day. After work, I cook dinner and spend time with my family. After the kids are in bed, I spend time with my husband. Most nights I also work on homework from my college classes.