



<b>Job Position:</b> Office Assistant	<b>Status:</b> Full-Time/ Non-Exempt
<b>Division:</b> Housing	<b>Salary:</b> \$15.00 Hourly
<b>Posting Date:</b> May 28, 2022	<b>Closing Date:</b> June 13, 2022

## **Job Description**

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### **Summary:**

The Housing Office Assistant is responsible for delivering high-quality, responsive, and consistent support in the delivery of Programs, Services, Functions, and Activities (PSFA's). The Office Assistant is a resource in aiding tenant and citizen services through a wide range of operational and support services focused on program and program requirements, such as. completing required forms and documentation for services provided by the Tunica Biloxi Housing department.

### **Essential Duties and Responsibilities**

- Maintain confidential records, prepare business documents, draft internal and external correspondence with regard to Housing
- Coordinate travel arrangements and maintain travel documents and reimbursements
- Accurately collect and record tenant information, complete timely referrals internally or external contacts as appropriate.
- Timely record, process, and transfer departmental invoices and funds.
- Respond promptly to inquiries and requests for Housing information through email, phone, fax, and/or voicemail.
- Assist in housing planning and counseling services in the pre-occupancy and post-occupancy phases by creating profiles for online credit reporting services.
- Inform tenants and citizens of educational counseling program requirements
- Maintain applicant documentation to ensure compliance for audit purposes
- Coordinate housing mailouts and information distribution to tenants and citizens.



- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and assist with event planning
- Write and distribute email, correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports as assigned
- Develop and maintain a filing system- purging of files of Tribal members – relabeling files
- Order office supplies and research new deals and suppliers, as needed
- Maintain resident lists
- Maintain resident waitlist (all programs)
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for Tribal members, visitors, and leadership in the Housing Department
- Organizing and distributing messages
- Organizing documents and files on a continuous basis
- Receive invoices and review for accuracy
- Documenting financial information and submitting invoices for approval
- Assisting Housing Director or Coordinator with project tasks
- Receive deliveries; sort and distribute incoming mail
- Inspections of Cabins (if needed)
- Inspections assist with rental properties and lease to purchase properties, as needed
- Updating lease agreements in files as needed and annually
- Other duties as assigned



**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Proficient in office systems and procedures
- Must possess strong organizational skills
- Possess excellent communication skills; written and verbal skills required
- Possess a positive attitude and customer service
- Works well under pressure to meet tight deadlines
- Self-motivated and able to work independently

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must possess effective communication skills, excellent writing skills, outstanding phone etiquette, and excellent interpersonal skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

- Associates Degree or Equivalent with experience preferred
- Highschool Diploma or GED with 3 years of verifiable office experience, required

**Certificates and Licenses:**

- Must possess a valid State Driver’s license
- Candidates must successfully pass a criminal background check.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.



**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand; walk; sit for extended period of time. Use hands to manipulate, handle, or deliver packages of materials weighing 10 pounds or less; reach within arm's length.

*This duties and responsibilities listed are not an exhaustive list of all duties and responsibilities associated with the job. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.**

**Proof of tribal citizenship is required to be deemed preference eligible.**

**Disclaimer:**

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The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

**Selection Process:**

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All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants demonstrating the minimum qualifications



and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

**SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

**Tunica-Biloxi Tribe of Louisiana**  
**Attn: Human Resources**  
**P.O. Box 1589**  
**Marksville, La. 71351**  
[HR@tunica.org](mailto:HR@tunica.org)

