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Open Recruitment for Office Specialist

The Housing Authority of the County of San Mateo (HACSM) is pleased to announce its recruitment for an independent, self-motivated individual to perform a variety of technical, complex or specialized office support to the department. The Office Specialist position is a full time, permanent position.

HACSM is federally-funded through the Department of Housing and Urban Development (HUD) and provides housing assistance to low-income families throughout the county with an annual budget of \$70 million. HACSM is a component unit of the County of San Mateo but a separate entity that utilizes different case management and financial reporting systems from the County.

Position: Office Specialist
Posting Date: January 10, 2019
Closing Date: Open until position is filled
Salary Range: Office Specialist - \$49,498 - \$61,874 Annually

Distinguishing Characteristics:

This is the technical specialist level in the office support series. Positions in this class require a definable body of knowledge and skills which exceed those required by other office support workers and is not normally learned on the job in a brief period. Responsibilities include the performance of complex, technical or specialized office support work requiring the regular use of independent judgment and initiative. Lead direction of others is not a regular part of the job, although project or relief leadership may be required.

Example of Duties:

Duties may include, but are not limited to, the following:

- Perform difficult, complex, technical and/or specialized office support work, which may require the exercise of independent judgment, the application of technical skills and a knowledge of detailed or specialized activities related to the department to which assigned.
- Research and assemble information from a variety of sources for the completion of forms or the preparation of reports; make arithmetic or statistical calculations.
- Provide information to the public that requires the use of judgment and the interpretation of policies, rules or procedures.
- Organize, maintain and purge various departmental files.
- Type or compose correspondence, reports, forms, and specialized documents from drafts, notes, or brief instructions, using a computer.
- Proofread and check typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.

- Enter and retrieve data and prepare reports using an on-line or personal computer system; review such reports for accuracy and make corrections as required; operate standard office equipment.
- Oversee and personally perform a variety of office administrative details such as evaluating needs for office supplies and ordering office supplies, arranging for the repair of equipment, transmitting information to program participants and landlords, and keeping reference materials up to date; may arrange meetings by notifying participants and reserving rooms, etc.
- Act as receptionist and receive and screen visitors and telephone calls and direct callers to the appropriate person or personally handle the calls.
- May train others in work procedures or direct the work of others on a project or relief basis.
- Perform related duties as assigned.

Qualifications:

Knowledge of:

- Office administrative practices and procedures, including filing and the operation of standard office equipment.
- Basic business data processing principles and the use of computer system.
- Policies and procedures related to the team to which assigned.
- Proper form for typed materials.
- Business arithmetic, including percentages and decimals.
- Correct English usage, including spelling, grammar and punctuation.
- Record keeping principles and procedures.

Skill/Ability to:

- Perform technical, specialized, complex or difficult office support work.
- Organize, prioritize and coordinate work activities.
- Read, interpret and apply rules, policies and procedures.
- Organize research and maintain office files.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Compose routine correspondence from brief instructions.
- Make arithmetic calculations with speed and accuracy.
- Use initiative and sound independent judgment within established guidelines.
- Operate standard office equipment, including a personal computer with applications, and centralized telephone equipment.

Experience and Education:

Ideal candidates will have a minimum of one year of general clerical, office assistant, customer service, or computer experience; however, any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying.

Selection Process:

This is a continuous recruitment until the position is filled. The review and selection process will consist of screening employment applications. The Housing Authority will contact qualified candidates for departmental interviews. **The position could be filled at any time.**

How to apply:

To obtain a Housing Authority of the County of San Mateo employment application, visit our web site at: www.smchousing.org (Go to the About Us tab along top of screen then select Job Opportunities>Office Specialist). To be considered for an interview, a completed HACSM application must be submitted via e-mail to DMcIntyre@smchousing.org. Resumes are not an acceptable substitute.

**The Housing Authority of the County of San Mateo is an Equal Opportunity Employer.
We support building a diverse workforce and encourage applications from all candidates.**