



Greenburgh Housing Authority

9 MAPLE STREET
WHITE PLAINS, NEW YORK 10603

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RAJU ABRAHAM

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JOB VACANCY ANNOUNCEMENT

Agency: Greenburgh Housing Authority

Location: 9 Maple Street, White Plains, NY

Open Position: Senior Office Assistant – Housing Authority

Job Description: Under general supervision, an incumbent of this class performs responsible clerical and financial record keeping duties of a complex nature in a municipal Housing Authority, and handles daily office administrative tasks on behalf of the Executive Director. Incumbents exercise a wide latitude and responsibility for the daily office operations and the position functions independently in carrying out assignments. The incumbent acts as a liaison between the municipal housing authority and the tenants, therefore an ability to deal well with the public and both develop and maintain good public relations is essential. This position requires skill in the operation of a computer using various software applications. An incumbent maintains departmental files and records either manually or on a computer depending on the jurisdiction and its resources. In addition, incumbents may assist with or conduct the tenant selection and investigation program. Supervision may be a function of this position depending on the size of the housing authority operations and staffing levels. Does related work as required.

Salary: \$43,873.00 – 71,785.00

Work Week: Monday-Friday, 35 hours per week

This is a competitive civil service position and subject to civil service examination. This means that the candidate selected, at a later date, will have to sit for, pass and be among the top three scorers willing to accept appointment once the eligible list for the exam is established, in order to retain employment.

Interested candidates must meet the following minimum qualifications, and property management experience is a plus:

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) four (4) years of office/clerical experience, two (2) years of which must have involved financial recordkeeping and public contact* or (b) graduation from a post high school secretarial or business school with a degree or certificate† in secretarial sciences, office technology or closely related field and two (2) years of office/clerical experience which must have involved financial recordkeeping and public contact*.

SUBSTITUTION: Satisfactory completion of 30 college credits** may be substituted on a year for year basis for up to two (2) years of the general office/clerical experience as described above. However, there is no substitution for the two (2) years of specialized financial recordkeeping and public contact* experience.

***DEFINITION:** Public contact experience is defined as experience which includes, but is not limited to, information gathering, disseminating and clarifying, inspecting, negotiating or counseling. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.

†SPECIAL NOTE 1: A certificate program is defined as a minimum of 6-8 courses and results in the issuance of a certificate.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State is required.

Interested applicants may email resume to Raju Abraham, Executive Director at: Raju@greenburghhousing.org

"CUSTOMER CARE IS OUR TOP PRIORITY"

Website: www.greenburghhousing.org