

# PEEKSKILL HOUSING AUTHORITY

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P Holden Croslan  
Executive Director

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## VACANCY FOR SENIOR OFFICE ASSISTANT

Posting Date: NOVEMBER 15,2021

Salary Range: \$55,576-\$78,118 (top salary achieved in 8 consecutive years of employment)

The Peekskill Housing Authority is seeking a full-time Senior Office Assistant. This position is responsible for the 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.

Good knowledge of modern office terminology, procedures and equipment, business arithmetic and business English; good knowledge of office record keeping practices; good knowledge of the procedures used in keeping and checking financial records and in handling and recording monetary payments; skill in eliciting information; ability to plan, organize and efficiently perform clerical operations; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words a minute; ability to deal effectively with the public; ability to get along well with others; ability to operate office machines; ability to perform simple arithmetic computations; ability to maintain complex records and files; ability to prepare reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to produce various formats for correspondence, records, reports, tables, charts, and the maintenance of files; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; courtesy; honesty; accuracy; dependability; initiative; tact; good judgment and discretion; physical condition commensurate with the duties of the position.

**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.

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

\*\*SPECIAL NOTE 2: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Depending on assignment, possession of a valid license to operate a motor vehicle in New York State may be required. It is the responsibility of the appointing authority to ensure that the candidate possesses a valid driver's license and meets all requirements prescribed by the New York State Department of Motor Vehicles for the duration of the assignment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

Preference for those individuals with experience with housing software Yardi will be given.

**This is a provisional appointment, and you will be required to sit for the civil service exam for this title when it is next held. In order to be considered for a probationary appointment, you must attain a passing score for the exam, and be among the top three highest scoring candidates willing to accept the position.**

Interested applicants must submit a resume to the Peekskill Housing Authority, 807 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail ([jphalen@peekskillha.com](mailto:jphalen@peekskillha.com)). There are no residency requirements.

The Peekskill Housing Authority is an Equal Opportunity Employer