

ADMINISTRATIVE TECHNICIAN II



Housing & Human Services | Section 8

SUMMARY

Temporary. Perform general office clerical work including processing large volumes of paperwork and interacting with various departmental personnel and clients on a daily basis.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

8 a.m. to 4:30 p.m.

LOCATION

Housing & Human Services

REPORTS TO

Section 8 Administrator

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with members of the public.

ESSENTIAL FUNCTIONS

- Perform general clerical duties including answering phones, taking messages, directing calls to proper personnel, filing and maintaining records, shredding outdated paperwork, and relieving the lobby receptionist when needed.
- Inform callers about program policies and procedures.
- Assist with emergency shelter and evacuation operations.
- Retrieve information and conduct client interviews for division personnel as needed. Collect, track, and process client monthly repayment agreements.
- Perform data entry (AS/400 keypunch), typing, scanning, filing, and processing invoices.
- Perform data entry (MRI software) and filing for waiting lists.
- Research, document, and input data for ongoing market survey.
- Prepare and send bulk mailings to property owners, clients, and applicants as needed.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- Possess effective communication skills.
- Ability to use common office machines.
- Maintain personal appearance standards within a professional office environment.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED certification required.
- Proficiency in Microsoft Office and knowledge of the AS/400 system required.
- Possess and maintain a valid Louisiana driver's license.

EMERGENCY EVENTS

Required to work during emergency events.

Questions? No problem! Email us at employment@tpcg.org.