



Lac Courte Oreilles Housing Authority
13416 W Trepania Road
Hayward, WI 54843
Phone (715) 634-2147
Fax (715) 634-5692

JOB POSTING

LOCATION: Lac Courte Oreilles Housing Authority
JOB TITLE: Maintenance Office Assistant
SALARY: \$11.00/hr
POSTING DATE: August 24, 2017
CLOSING DATE: September 6, 2017
DEPARTMENT: Maintenance

REPORTS TO: Maintenance Supervisor

JOB SUMMARY:

This position will provide administrative assistance to the Maintenance Supervisor.

DUTIES AND RESPONSIBILITIES:

- Receive work order requests from tenants.
- Generate work orders from move-out, move-in, compliance or annual inspections.
- Schedule and track work orders.
- Assist with the scheduling, assigning and dispatching of Maintenance personnel.
- Correlate work flow between departments.
- Complete and close out work orders when done, charge tenants as appropriate.
- Mail out billing notices to tenants.
- File work orders according to filing system used.
- Maintain complete and organized tenant files and records.
- Type correspondence; use computers to enter access and retrieve data.
- Assist with reports and time sheet preparation.
- Assist with the development and monitoring of budgets.
- Ensure procurement policies are followed and prepare requisitions for the purchasing of goods and services.
- Coordinate preventative and routine maintenance.
- Ability to conduct research, write reports and provide statistical data related to the Maintenance department.
- Coordinate and prepare for maintenance meetings.
- Maintain strict confidentiality in regards to tenant files and information.
- Other duties as may be assigned by Supervisor, the Executive Director or Designee.

KNOWLEDGE, SKILLS & ABILITIES:

- Provide positive, professional and courteous interaction with associates and customers
- Preferred familiarity with heating, plumbing, electrical and carpentry.
- Ability to communicate effectively both orally and in writing.

- Ability to maintain accurate records.
- Detail oriented with willingness to participate in training.
- Knowledge of administrative and clerical procedures and systems.
- Must be proficient in MS Office and other software as required for processing, managing files and records.
- Ability to understand the importance of adhering to Housing Authority Policies and Procedures.
- Be able to manage multiple projects/duties with accuracy and minimal supervision.
- Display a positive team attitude with associates in all departments.
- Complete duties by pre-established deadlines when necessary.
- Maintain a safe, clean and professional work area.

QUALIFICATIONS:

- High School Diploma or equivalent, relevant college courses preferred. ***All degree and experience related information must be documented and included with application and resume.***
- Prior computer experience
- Must possess a valid Wisconsin driver's license and be insurable through the Housing Authority's insurance carrier.

All applications will be screened for eligibility in accordance with this section and only those possessing the minimum qualifications will be interviewed by the Personnel Committee. The LCOHA will utilize preference points when considering an applicant for employment. ***It is the responsibility of the applicant to provide the necessary documents for the purpose of obtaining preferences. (please see employment application.)*** Application forms are available at the LCO Housing Authority.

Preference in employment will first be given to qualified enrolled members of the Lac Courte Oreilles Tribe in accordance with the Personnel Policies and Procedures of the Lac Courte Oreilles Housing Authority.

(February 2017)