



GVRHA Office Assistant Job Description

In-house office hours 20 hrs/week, Monday – Friday between 8:00 a.m. and 5:00 p.m.

- Answer doors
- Answer phones
- Disburse regular mail
- Answer and disburse ED emails as appropriate
- Maintain all general office supplies and equipment
- Preparing program packet mailings

General housing availability and upcoming development questions
For rental locations and upcoming lotteries/resales

Housing Applications/Interested List
Manage additions/deletions to Interested List
Provide housing applications to interested persons

Filing, scanning, copying, mailing, emailing as directed by the interim ED
Keep all shared databases updated
Coordinate meetings
Transcribe Board meeting minutes
Other tasks as assigned by ED

Candidates for this position will possess the following skills and experience:

- Self-starter, needs little oversight
- Organized and thorough attention to detail
- Knowledge of database use and manipulation
- Notary public license, or willingness to get within 3 months
- Excellent communication skills (verbal and written)
- Bi-lingual ability (Spanish) desired
- Experienced in Microsoft Word and Excel
- Valid driver's license & reliable transportation

Estimated Hours per week: 20
Gunnison Hourly wage: \$20 per hour/DOE
\$1,000 signing bonus after 4 months

Office location: 202 E. Georgia Avenue,
Applications available at www.gvrha.org



GUNNISON VALLEY REGIONAL HOUSING AUTHORITY

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License? Yes No Date of Birth: _____

State: _____ Class: _____ Number: _____ Expires: _____

BACKGROUND QUESTIONS

Have you ever applied for a position with the GVRHA before? Yes No Position: _____

Have you ever been fired from a job or asked to resign? Yes No

If yes, please describe the circumstances: _____

If employed by the GVRHA, do you expect to be engaged in any additional business or employment outside of the GVRHA position? Yes No

If yes, please explain: _____

Have you ever been convicted of any law violation other than a minor traffic violation? Yes No

If yes, please explain: _____

AFFIDAVIT

PLEASE READ THIS CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at any later date.

I understand that the GVRHA may conduct an extensive and thorough background investigation. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current or past employers, law enforcement authorities and other organizations to provide relevant information on opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability for any damage whatsoever for making such statements.

I understand the use of illegal drugs is prohibited during employment and that any substance or alcohol use while on GVRHA work time is prohibited. I may be required to successfully pass a drug and alcohol screening examination prior to being hired, and I consent to taking a drug and alcohol test at any time during my employment, should I be hired.

I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. Only the GVRHA Executive Director has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing and signed by the GVRHA Executive Director and the employee. If employed,

I agree and acknowledge that the GVRHA Executive Director, with or without cause and with or without notice, can terminate my employment with the GVRHA at any time.

I further certify that I have read and understand the instructions, conditions and other information provided in this document.

Signature _____

Date _____