

Administrative Assistant III

Salary - \$44,368.06 - \$73,946.08 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Hourly W BN

Job Number - 24-01805

Department - Housing & Community Dev

Opening Date - 07/27/2024

Closing Date - 8/2/2024 11:59 PM Eastern

Pay Grade - S15

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4588441/administrative-assistant-iii?keywords=administrative%20assistant&pagetype=jobOpportunitiesJobs>

Job Announcement - Make a difference – join our team to empower communities and build futures!

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to serve the people of Fairfax County by creating housing opportunities to promote inclusive and thriving communities. Help make our vision of a community everyone can afford to call home a reality!

Assists the Department of Housing and Community Development (HCD) Rental Assistance Division in a variety of routine, administrative tasks essential to the efficient and effective operation of the division. Specific duties include:

- Interfaces with customers, stakeholders and members of the community on daily basis.
- Communicates in oral and written form with other staff and the public.
- Provides administrative support in the completion of routine and non-routine assignments.
- Assists Rental Assistance Division staff with all administrative duties.
- Supports the Rental Assistance Division with key projects.
- Uses computers and advanced functions of software programs such as Microsoft Word, Excel, Outlook, Access, and Yardi proficiently to develop, manipulate, maintain and disseminate documents and reports.
- Creates routine correspondence, coordinates and prepares responses to inquiries and requests for information for multiple diverse programs and projects in a timely manner. Reviews, sorts, copies and disseminates incoming mail and requests, and determines time sensitivity and appropriate staff for action or information.
- May be required to perform other related duties as assigned.

Note: The assigned functional areas for this position include general administrative assistance, customer service, housing, and/or property management.

Read about Fairfax County [Department of Housing and Community Development](#) and review the Fairfax County Redevelopment and Housing Authority [Annual Report](#).

We are committed to the [One Fairfax Policy](#) by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes.

Fairfax County Government offers a thriving career and workplace culture. Learn more about [working for Fairfax County Government](#) and [benefits offered](#).

Employment Standards - MINIMUM QUALIFICATIONS:

[Any combination of education, experience, and training equivalent to the following:](#)

(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")

Any combination of education, experience and training equivalent to high school graduation and two years of experience providing administrative support in the assigned functional area(s).

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check to the satisfaction of the employer.

PREFERRED QUALIFICATIONS:

- At least two years of experience providing excellent customer service, to include front desk face-to-face interactions and responding through multiple mediums to internal and external customers and the public.
- Demonstrated proficiency of current office technology and software application(s) and demonstrated use of such technology/applications on a regular basis, specifically Microsoft Word, Excel, Outlook, Access, and Yardi.
- Experience working with various housing programs.
- Previous experience supporting community stakeholders and professional staff, to include the following: handling customer service related correspondence, follow up and/or reporting, researching and disseminating information, developing or maintaining reports or documents; archiving and file management, handling confidential information, responding to inquiries from the public, and creating and sending correspondence.
- Experience working with vulnerable populations is a plus.

PHYSICAL REQUIREMENTS:

Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status

in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov EEO/AA/TTY.