

Rockport Housing Authority

Official Job Description

Position Title: Secretary

Department: Administration

Reports To: Executive Director

Employment Status: Full-Time

Apply Today!

Pick up an application at **601 Washington Street**

or call **Bethany Phillips** at **812-649-4533** Monday-Friday 8am-4:30pm

Position Summary

The Secretary provides administrative and clerical support to ensure the efficient and professional operation of the Rockport Housing Authority. This position serves as the primary point of contact for residents, applicants, staff, and the general public, and requires strong organizational skills, confidentiality, and a friendly, customer-service-oriented demeanor.

Essential Duties and Responsibilities

- Serve as the primary point of contact for visitors, residents, applicants, and telephone inquiries in a friendly and professional manner
- Answer, screen, and direct incoming telephone calls
- Prepare, type, and distribute correspondence, reports, notices, and related documents
- Maintain accurate and confidential filing systems for resident, applicant, and administrative records
- Assist with scheduling meetings, appointments, inspections, and hearings for the Executive Director
- Maintain office calendars and assist with meeting preparation, including agendas and minutes when required
- Process incoming and outgoing mail
- Maintain office supply inventory

- Perform general clerical duties including data entry, copying, scanning, and recordkeeping
- Assist Executive Director with housing program documentation and reporting
- Maintain confidentiality of all resident and agency information
- Perform other related duties as assigned by the Executive Director

Qualifications

- High school diploma or equivalent required
- One (1) to two (2) years of administrative or clerical experience preferred
- Proficiency in Microsoft Office applications and standard office equipment
- Strong written and verbal communication skills
- Ability to organize, prioritize, and complete tasks independently
- Must be friendly, professional, and respectful in all interactions
- Must be physically active and able to lift up to forty (40) pounds
- Must be able to pass a criminal background check
- Must possess a valid driver's license and maintain a clear driving record

Work Schedule and Conditions

- Regular work hours: **8:00 a.m. to 4:30 p.m., Monday through Friday**, with a one-hour lunch break
- Some Saturdays may be required based on operational needs
- Office-based position with occasional physical activity

Compensation and Benefits

- **Starting wage:** \$14.00 per hour based on experience
- Full benefits package following successful completion of a **sixty (60) day probationary period**, including:

- Paid Time Off (PTO)
- PERF retirement plan
- Health insurance and related insurance benefits

Equal Employment Opportunity

The Rockport Housing Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.