

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308482

Allocation Action:	Affirmed
Official Allocation:	ADMIN ASST 4
Job Code:	168030
Pay Level:	AS-611
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	04/05/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	189070
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ____ # requested☐ JOB CORRECTION ☐ 5.3 APPEAL ☒ CAREER
PROGRESSION GROUP☐ NEW POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50308482CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
ADMINISTRATIVE ASSISTANT 4CURRENT PAY LEVEL
AS611CURRENT OFFICIAL JOB CODE
168030

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50025988WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY☒ FT SALARY☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

BELL, TANETTRA

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION/ ENERGY /INDUSTRIplex

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE DEPUTY ADMINISTRATOR

DIRECT SUPERVISOR'S POSITION NUMBER

50308497

HUMAN RESOURCES EMAIL

dackoury@lhc.la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0

NUMBER OF DIRECT
SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE

DATE

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

☐ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

DATE

☒ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

The incumbent of this position provides administrative support for a Program Administrator and all departments under the Administrator's supervision. The person filling this position must have knowledge of MS Office products. In addition, the individual possess proofreading, editing and writing skills. This position requires a high level of judgment, confidentiality and little oversight.

75%

Relieves Program Administrator of minor and/or routine administrative matters. Proofs, edits and offers suggested revisions on various reports and/or correspondence that require Program Administrator's signature. Assists staff with miscellaneous duties, including making copies, faxing, preparing documents for fed-ex delivery, and mass mail-outs.

Reserves and sets up meeting rooms for meetings. Prepares materials for and attends meetings, records and transcribes minutes of the meetings. Works in conjunction with another Administrative Assistant to coordinate materials required for respective department meetings.

Answers internal and external phone calls/emails/referrals from customers, working with them to provide the requested information, or transfers customer to the appropriate department for assistance.

15%

Responsible for handling all incoming/outgoing correspondence and departmental documents.

Maintains, organizes and updates the filing systems and retrieves data from files for staff for routine inquiries, reports, etc.

10%

Manages calendar and keeps Administrator abreast of upcoming meetings/events. Sets up conference calls.

Creates and implements routine administrative procedures such as transmittal slips, purchase orders, Travel Authorization Requests, Travel Expense Accounts, reimbursements, etc.

Keeps a log of the use of vehicles assigned to each department.

Performs other duties as assigned.

Louisiana Housing Corporation – Energy Assistance

03/2022

