

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50356962

Allocation Action:	Reallocated Down
Official Allocation:	ADMIN ASST 4
Job Code:	168030
Pay Level:	AS-611
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	08/11/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	181931
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  
50356962CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)  
ADMINISTRATIVE ASSISTANT 5CURRENT PAY LEVEL  
AS613CURRENT OFFICIAL JOB CODE  
168080REQUESTED OFFICIAL JOB TITLE  
ADMINISTRATIVE ASSISTANT 4REQUESTED PAY LEVEL  
AS611REQUESTED OFFICIAL JOB CODE  
168030

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

ORGANIZATIONAL UNIT NUMBER  
50025986WORK 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  
VACANT

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT - OFFICE - DIVISION

LOUISIANA HOUSING CORPORATION / QUAIL / HOMEOWNERSHIP

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE DEPUTY ADMINISTRATOR

DIRECT SUPERVISOR'S POSITION NUMBER

50468925

HUMAN RESOURCES EMAIL

DENISE ACKOURY

## 4 COMPARATIVE POSITIONS

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

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

JUDY JOHNSON WHITE

50539952

ADMINISTRATIVE ASSISTANT 4

TANETTRA BELL

50308482

ADMINISTRATIVE ASSISTANT 4

## 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.Bradley R. Sweazy  
LHC InterimAUG  
10,  
2021

PRINT NAME AND TITLE OF APPOINTING AUTHORITY Executive Director

## 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 Louisiana Housing Corporation is a non-paid LaGov Agency. The Administrative Assistant 4 will serve as the executive assistant to the Housing Finance Deputy Administrator in the Homeownership organizational unit. In this capacity, the incumbent functions with a high level of independence in the performance of the duties of this position.

### **60%**

Relieves the Housing Finance Deputy Administrator of minor and/or routine administrative matters. Proofreads, edits and recommends revisions on departmental letters, reports and other written documents. Responds to routine correspondence. Coordinates the schedule of the Housing Finance Deputy Administrator in addition to screening telephone calls and visitors; review and disseminate incoming correspondence to the Housing Finance Deputy Administrator or the appropriate staff member(s); create and modify documents using Microsoft Office Suite and Adobe Professional; provide executive assistance to department manager and program administrators; prepare material for meetings such as agendas, handouts, binders, etc; and attend meetings and transcribe minutes.

### **30%**

Maintains, organizes and updates departmental file cabinets. Retrieves data from computer files and/or filing cabinets for routine inquiries, section reports, and other sources of information. Archives paper documents in filing cabinets. Scans and moves files to computer directories to archive electronically. Possess extensive knowledge and training in the following areas in order to provide assistance with senior management responsibilities:

Homeownership Program

### **5%**

Ensure proper document routing procedures are followed and forwarded to respective departments after review for the following areas: Board of Directors, Accounting, Housing Development, Energy Assistance, and Homeownership.

### **5%**

Perform other duties as assigned.

# Louisiana Housing Corporation – Homeownership

05/2021

