

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50539952

Allocation Action:	New Position
Official Allocation:	ADMIN ASST 4
Job Code:	168030
Pay Level:	AS-611
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/05/2017
Position Audited:	No
Audit Date:	
Comments:	New position #50539952 created.

Log Number:	134724
Consultant:	KCW
Supervisor:	HHH



# POSITION DESCRIPTION

Form Revision Date: 05/2016

## 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 POSITION

MAJOR AGENCY CODE &  
PERSONNEL AREA CODE

0A04

POSITION NUMBER

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

Administrative Assistant 4

CURRENT PAY LEVEL

AS-611

CURRENT 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  
50025986

COST CENTER NUMBER /FUND

WORK PARISH  
East Baton Rouge

PERSONNEL SUBAREA  
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☒ NON-EXEMPT ☐ EXEMPT

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/Single & Multi-Family Programs /Quail Drive

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Deputy Administrator

DIRECT SUPERVISOR'S POSITION NUMBER

50468925

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
Alisha August	50308482	Administrative Assistant 4
Anita Owens	50376137	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	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> 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	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> 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 *E Keith Cunningham, Jr*

5/12/17

## 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 in this position serves as chief clerical support for both the Single-Family Program and the Multi-Family Program divisions of the Louisiana Housing Corporation (LHC).

40% Relieves the Programs' Deputy Administrators of minor and/or routine administrative matters. Proofreads, edits, and recommends revisions on departmental letters, reports, and other written documents. Proofreads documents and correspondence requiring the signature of a Deputy Administrator. Responds to routine correspondence. Screens telephone calls and visitors.

20% 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 scanned files to computer directories to archives electronic documents. Manages the Single-Family and Multi-Family Programs Records Retention Schedule.

15% Proofreads documents prepared by staff. Assists staff with miscellaneous duties including proofreading, making copies, faxing, preparing documents for express delivery, and mass mail-outs. Sorts and distributes incoming/outgoing correspondence and department documents.

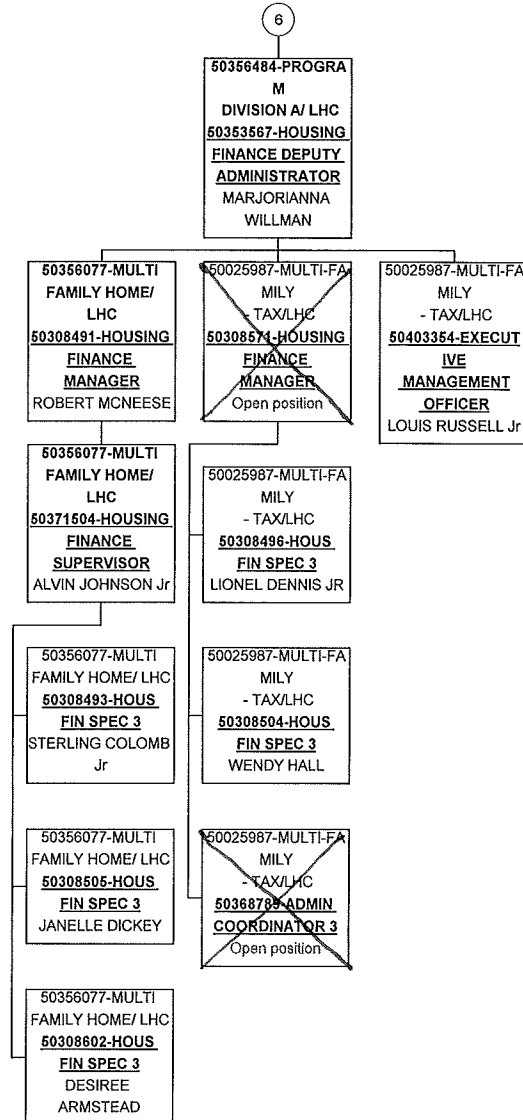
10% Reserves and sets up meeting rooms for meetings. Prepares materials for meetings. Attends meetings to record and transcribe minutes. Works in conjunction with other Administrative Assistants to coordinate materials for respective departmental meetings, Board meetings, and other agency events.

5% Creates and implements routine administrative procedures, such as routing slips, purchase orders, travel authorizations, and travel requests.

5% Manages calendars for Deputy Administrators and department and agency events. Keeps Deputy Administrators abreast of upcoming meetings/events. Sets up conference calls. Makes travel arrangements to attend meetings, conferences, seminars, and workshops. Prepares and distributes materials necessary for travel.

5% Performs other duties as assigned.

# 50356484-PROGRAM DIVISION A/ LHC



# 50025986-SINGLE FAMILY PROGRAM/ LHC

