

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308470

Allocation Action:	Affirmed
Official Allocation:	ADMIN ASST 5
Job Code:	168080
Pay Level:	AS-613
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/19/2019
Position Audited:	No
Audit Date:	
Comments:	Job Code & pay level was intended to be an AA5.

Log Number:	155681
Consultant:	DHU
Supervisor:	PDA



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

50308470

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

Administrative Assistant 5

CURRENT PAY LEVEL

AS-613

CURRENT OFFICIAL JOB CODE

168080

REQUESTED OFFICIAL JOB TITLE

Administrative Assistant 5

REQUESTED PAY LEVEL

AS-611

REQUESTED OFFICIAL JOB CODE

168030

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

ORGANIZATIONAL UNIT NUMBER
50025983

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/ Legal Services / Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Executive Counsel (unclassified)

DIRECT SUPERVISOR'S POSITION NUMBER

50457898

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

Vacant

50356788

Administrative Assistant 5 / LHC

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)

E. KEITH CUNNINGHAM, JR.
EXECUTIVE DIRECTOR

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.

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.

- 55%** Manages the administrative functions of the Legal Services Division. Performs minor and/or routine administrative matters for direct supervisor. Proofreads, edits, and recommends revisions on letters, reports, policies, evaluations, and other written documents. Proofreads documents and correspondence requiring the signature of the direct supervisor.

Opens, sorts, and reviews mail for Legal Services. Routes mail to appropriate staff member. Responds to routine correspondence and telephone calls. Routes telephone calls to appropriate individual. Receives requests for information and either responds to the request or routes to the appropriate staff member for response.

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 archive electronic documents.

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

Assists Legal Services staff with miscellaneous duties including proofreading, making copies, faxing, and preparing documents for express delivery.

Completes annual blanket Purchase Orders as necessary. Receives and approves invoices, routes them for proper processing.

Makes travel arrangements for direct supervisor to attend meetings, conferences, seminars, and workshops. Prepares and distributes materials necessary for travel.

- 30%** Manages the calendar for direct supervisor. Schedules meetings, sets up conference calls. Keeps supervisor informed of calendar entries with sufficient notice to prepare for the activity. Assists in collecting materials and preparing documents for meetings. Prepares and disseminates agendas. Attends meetings to take notes.

Reserves and sets up meeting rooms for meetings. Works in conjunction with other Administrative Assistants to coordinate materials for respective departmental meetings, Board meetings, and other agency events. Attends meetings to take notes or record minutes. Prepares notes and minutes of meetings as required. Disseminates notes and minutes as required.

- 10%** Collects timesheets for the Executive Administration and Legal Services divisions. Ensures timesheets are correct, have proper documentation if necessary, and prepared for direct supervisor's signature.

Coordinates special projects for direct supervisor.

- 5%** Performs any other duties as assigned.

Louisiana Housing Corporation – Executive Counsel

03/2019

