**Temporary Leasing Assistant**

**General Statement of Duties / Responsibilities:**

Responsible for providing clerical support, typing of moderate complexity, data input and operation of computer programs, and maintaining records.

**Examples of Work (Illustrative Only):**

The listed examples may not include all duties performed by all positions in this class:

1. Answers telephones, makes appointments, routes calls, takes messages, receives visitors to determine nature of business, provides information or directs to appropriate staff member.

2. Performs routine typing including correspondence, memos, documents, lists, and envelopes.

3. Responsible for maintenance of files and records of department;

a. Responsible for data input and maintenance of various applicant and tenant records (i.e. reinstate, withdrawn, denial, and other general information updates) pertaining to the Leasing process; prepares reports as required.

b. Enters records of all move-ins, denials, approval/return logs, and compiles this information for entry onto spreadsheets.

c. Creates and maintains applications and tenant files.

d. Maintains up-to-date and orderly files of withdrawn and denied applications, rental cards, HUD forms, and other records.

e. Performs move-in procedure and completes 50058 documents for new public housing tenants.

f. Submits Bureau of Criminal Apprehension (BCA) documents to retrieve applicant criminal history information from various states.

g. Submits National Criminal Information Center (NCIC) documents to the Minneapolis Police Department and tracks responses.

4. Prepares documents for denial hearings and reads rules and assists applicants prior to hearing.

5. Orders and maintains office supplies for Leasing/Occupancy department.

6. Assists with the processing of applications as requested by the Supervisor and/or Manager.

7. Distributes mail and assists with copying and faxing.

8. Performs other related duties as assigned.

**Minimum Requirements:**

High School diploma or GED and at least 1 year experience in an office setting, preferably with heavy public contact. Type 35 words per minute. Have the ability to follow and carry out complex oral and written instructions and the ability to prioritize work tasks and meet deadlines. Ability to problem solve, analyze data, think independently, and interpret numbers and data. Experience with Microsoft office products.

Position located in Minneapolis

Pay $16.00/hour Monday-Friday 8:00am-4:30pm

Temporary Assignment Approx. 4-6 weeks.