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# JOB ANNOUNCEMENT

<b>Job Title:</b>	<b>Administrative Assistant III, Save My Home AZ Program</b>
<b>Hours of Work:</b>	40 hours per week; Monday-Friday
<b>Salary Range:</b>	\$29,008.10 - \$49,561.41
<b>Benefits:</b>	Health insurance, retirement, paid annual and sick leave
<b>Other:</b>	Grade 17. <b>This is a temporary position, not covered by the State Personnel Rules.</b>
<b>Work location:</b>	Arizona Department of Housing, Phoenix, Arizona

## Position Summary & Responsibilities

Under the supervision of the Community Development and Revitalization Programs Administrator, this position will provide administrative support of considerable difficulty to a temporary economic recovery program. Major activities include: Devising and maintaining a customer que monitoring tool in order to track and follow up on program applications in order to assure timely processing by outside counseling agencies, as well as internal review; fulfillment of all electronic and hard-copy reporting requirements of the federal government; compiling complex reports on Program statistics for internal review; handling all Program-related correspondence; establishing and maintaining program compliance and project files; handling telephone, mail, and in-person assistance to Program administrator, staff and contractors; scheduling of meetings, teleconferences, etc., related to the Program; all other clerical duties necessary to help program staff members; attending meetings; and other duties as assigned.

## Situation under which this temporary position exists

The Arizona Department of Housing (ADOH) was notified by the U.S. Treasury in March 2010 that it would be receiving \$125.1 million in funding for innovative measures to help families in Arizona with foreclosure relief efforts. The funding, which is being referred to as the "Housing Finance Agency Innovation Fund for the Hardest Hit Housing Markets" is being made available through the Emergency Economic Stabilization Act of 2008, as amended ("ESSA"). Under this program, ADOH will have approximately three years to distribute these funds to qualified mortgagees to prevent foreclosure. All positions established to support this program are temporary and reliant on the availability of this federal award.

## Qualifications

Minimum qualifications include considerable knowledge of principles and practices of administration and office management; knowledge of accounting and financial tracking procedures; advanced computer training, including Microsoft Word, Excel and Access and other databases; knowledge of the mortgage or financial services industry obtained through previous work experience is highly desirable; good oral and written communication skills; time management skills; ability to coordinate activities, establish priorities and develop effective operating procedures; ability to evaluate documents for completeness and correctness; and ability to multi-task. The highest qualified candidates will possess advanced skills in handling data and reporting, as well as knowledge of mortgage and financial services industry products and processes.

## About the Department

The Arizona Department of Housing (ADOH) is a cabinet-level State agency that is charged with promoting housing and community development opportunities in Arizona and operates many state and federally funded programs, including: the Community Development Block Grant (CDBG) program, HOME Investment Partnership Program, State Housing Trust Fund, Low-Income Housing Tax Credit Program, Housing Opportunities for People with AIDS (HOPWA), Shelter Plus Care, and the Supportive Housing Program, Public Housing Authority and others. As well, ADOH oversees the activities of the Arizona Housing Finance Authority and the Arizona Housing Commission.

## Application deadline is open until filled

Interested candidates must submit a resume, list of references and letter of interest including salary requirements to: Lori Moreno, Human Resources Administrator, Arizona Department of Housing, 1110 West Washington Street, Suite 310, Phoenix, Arizona. NO PHONE CALLS. The State of Arizona is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter of interest.