



# SAN CARLOS HOUSING AUTHORITY

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[www.sancarloshousingauthority.org](http://www.sancarloshousingauthority.org)

## JOB ANNOUNCEMENT

POSITION TITLE: Office Support

JOB ANNOUNCEMENT: #325

OPENING DATE: January 8, 2026

SALARY: \$18.00 per hour

CLOSING DATE: January 24, 2026

LOCATION: Byas Office

Job applications are available at the San Carlos Housing Authority (SCHA) Offices in Peridot, Tufastone, Bylas Completed applications can be mailed or emailed upon request.

**Applications are due before 4:30 p.m. at the SCHA Peridot Office on the closing date.**

### **Nature of Position:**

Works under the direct supervision of the Office Manager in performing a variety of office support duties. Some of the tasks will have varying degrees of difficulty in communicating with the public and staff and in processing and managing data for the department.

### **DUTIES AND RESPONSIBILITIES:**

- Receives and greets the public in a courteous manner and assist them with housing assistance applications and other matters related to housing.
- Answers telephone and responds to routine calls and questions as appropriate and route calls accordingly.
- Sorts and indexes a variety of documents according to established procedures.
- Retrieves information and records and assembles a variety of data from office records.
- Maintains / updates appointments and calendars.
- Composes and. or types correspondence, memorandum, reports and other materials
- Requisition office supplies for department as needed.
- Records and keep minutes of departmental meetings and discussion.
- Assist with meeting, activities and events.
- Enters invoices into the workflow for the department
- Help Occupancy Specialist with filing and clerical duties when needed.
- Provide overall support to the department staff as they perform their daily task and meet their goals and objectives.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

1. Education/Experience:
2. High School diploma or GED.
3. Must have good communication with the general public.
4. Must be computer literate/proficient.
5. Experience in administrative and office support setting, able to multi-task.

### **ADDITIONAL REQUIREMENTS:**

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5 year MVR and be insurable under SCHA vehicle insurance
4. Applicant will be subject to a Tribal background check.

**INDIAN PREFERENCE:**

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Personnel Manual relating to Tribal and Veterans Preference. On other than the above San Carlos Housing Authority is an Equal Opportunity Employer.