



**BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY**  
*Big Pine Paiute Indian Reservation*

(Revised 020718)

**POSITION:** Housing Counselor/Secretary  
**SUPERVISED BY:** Housing Manager  
**SALARY:** DOE (Starting Range: \$15-\$17.50/hr)  
**TIME BASE:** Full-time, with benefits

**GENERAL STATEMENT OF RESPONSIBILITY:** The Counselor/Secretary has overall responsibility for providing secretarial, clerical and administrative support to the CDD Housing staff to ensure that housing services are provided in an effective and efficient manner. The Counselor/Secretary receives and directs all visitors to appropriate Housing and/or Tribal staff, handles telephone calls, provides assistance or technical information concerning policies and procedures to all Housing participants and is the point of contact for all potential Housing participants.

**JOB DUTIES:** Duties will include, but not be limited to the following:

**Housing Counselor:**

1. Performs counseling/training sessions for all current assisted stock, rental tenants and homebuyers. This includes implementing housing policies, and conducting participant educational workshops.
2. Works with housing participants and applicants for housing assistance/services on a one-to-one basis, providing NAHASDA and other HUD and housing eligibility and admissions information.
3. Manages and maintains, in an organized fashion, housing participant files; waiting lists; monitor participant agreements for compliance issues, delinquent notices and collection records. Conducts annual re-certifications and inspections.
4. Monitors amortization schedules and pay-offs; MEPA accounts and works with Fiscal Office to disseminate and monitor monthly payment statements.
5. Responsible for disseminating, processing and maintaining BIA-Housing Improvement Program (HIP) files, eligibility information, applications, income certifications and waiting list information. Works directly with HIP participants and applicants for housing assistance/services on a one-to-one basis,

**Secretary:**

6. Assists Housing Manager with preparation of priority lists, resolutions, and approval of applicants for submission to Tribal Council and BIA. Periodically reviews files to insure applications are updated and completed per applicable policies and regulations.
7. Responsible for preparing housing program meeting agendas and packets, attending meetings; and recording, transcribing and disseminating all meeting minutes in a prompt and timely manner. Assists Housing Manager with planning of meetings.
8. Maintains day-to-day administration of the CDD office, including ordering and maintaining an adequate inventory of office supplies, processing of purchase orders and check requests; and assisting the CDD Maintenance Technician with completing work orders, ordering maintenance supplies/materials, and the scheduling of cooler disconnects/reconnects, chimney sweeps and furnace filter changes.
9. Maintains general CDD administrative, participant and applicant filing systems; files all incoming and outgoing correspondence; maintains policies and policy revisions.

10. Coordinates and schedules all workshops and trainings; arranges and prepares travel itineraries including flights, room reservations, and registrations; and prepares all training requests and travel claims.
11. Logs in daily incoming and outgoing mail; receives, directs, and relays telephone messages and faxes to appropriate staff. Directs general public, as needed, to proper staff member.
12. Assists Housing Manager with typing/word processing, correspondence, reports, and all other clerical and administrative details. Reports may include annual IHPs, APRs, all HUD, NAHASDA, and other grant requirements.
13. Assists with coordination of Tribal Spring Clean-Up Days, Holiday incentives and annual Halloween and Christmas home decorating contests, and other community housing activities.
14. Reviews department timecards and prepares related timesheets for payroll processing.
15. Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Discretion, decision making and organizational skills, attention to detail and confidentiality are essential characteristics of the job. The ability to work a flexible schedule and attend out-of-area trainings/meetings as well as the ability to multi-task while being personable and maintaining a professional demeanor are also essential.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent and three (3) years of progressively responsible secretarial/administrative support experience
- Minimum one (1) year working in an Indian housing program or NAHASDA department.
- Knowledge of HUD/NAHASDA regulations and Housing Program policies regarding tenant/homebuyer responsibilities.
- Must possess excellent verbal and written communication skills with the ability to compose letters and other important documents. Effective listening skills are also essential.
- Must have a working knowledge of modern office practices and office machines and be highly computer skilled. Preferred word processing of 50-75 wpm accuracy with high proficiency in Excel, Word, Publisher and other software applications.
- Previous experience recording and transcribing meeting minutes.
- Must possess a valid State of California driver's license and be insurable with Tribe's insurance carrier.
- Must pass pre-employment and random drug screening

**PREFERRED QUALIFICATIONS:**

- An Associate Degree or a Bachelor's Degree
- NAIHC or HUD training in Indian Housing programs

**Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. seq.) 25 CFR 271.44) and other relevant laws.**

**Deadline to apply:** This position is **Open Until Filled**. Interested individuals must complete a Big Pine Tribal Application. Applications are available on the Tribe's website: [www.bigpinepaiute.org](http://www.bigpinepaiute.org) or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.