

ATLANTIC COUNTY IMPROVEMENT AUTHORITY

JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Under immediate supervision of the Comptroller, performs routine, repetitive clerical work of a varied nature which includes minimal “difficult” tasks; receive and assist callers, schedule appointments and acts as liaison between department personnel and callers; does other related duties as required.

Responsibilities include:

1) **General Administrative Support**

- a. Answer phones during the course of the work day; determine reason for call and ensure that all phone inquiries are directed and/or answered properly, record messages accurately,
- b. On a daily basis, open, date stamp, sort and distribute all incoming mail ; also responsible for handling of outgoing mail (interoffice, express and US Mail),
- c. Responsible for ordering office supplies, preparation of required vendor certificates and purchase orders; maintain/update inventory list,
- d. Collect weekly/monthly timesheets from employees,
- e. Maintain monthly calendar of staff vacation, sick & personal time, and
- f. Provide support to staff members as requested such as typing, set up of files, data entry, photocopying, faxing and binding, etc.).
- g. Open Public Records Act (OPRA) Custodian

2) **Housing Rehabilitation Programs**

Provide assistance to the Program Administrator as follows:

- a. Maintain application document checklist in Excel: monitor what applicant has provided and what is still needed to complete file; name and file e-docs and scan paper docs into e-file
- b. Maintain applicant database in Excel: Summary details of loan; and categorize: approved, withdrawn, incomplete, declined, settled
- c. Set-up applicant paper files,
- d. Monitor receipt of recorded Mortgage Note, Lien & Deed.

(3) **Home Buyer Programs**

Provide assistance to the Program Administrator as follows:

- a. Assist with callers inquiries regarding program when necessary,
- b. Distribute Home Buyer Applications and type and mail all correspondence relative to application review,

- c. Set-up client files,
- d. Prepare and distribute award letters, etc.
- e. Type all necessary closing documents,
- f. Monitor receipt of recorded Mortgage Note, Lien & Deed, and
- g. Ensure that copies of "current" Home Buyer proof of Insurance Certificates are on file.

(4) CDBG and HOME Program

- a. Set-up and maintain project files,
- b. Assist with yearly program applications, agreements, and reporting
- c. Assist in responding to inquiries regarding the program, and
- d. Assist in organizing and arranging meetings.
- e. Assist with Business Loan Programs including file setup, filing UCCs security instruments, and monitoring receipt of recorded mortgage notes, liens & deeds.

(5) FEMA House Lifting Grant

- a. Assist with assembling documents received from home owner for submission to FEMA for reimbursement

(6) Board of Commissioners Agenda and Meeting

- a. Distribute Board meeting agenda package to Commissioners
- b. Confirm Commissioners meeting attendance
- c. Attend monthly Board meeting
- d. Take meeting roll call, record votes and prepare meeting minutes

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all the duties someone in this position may perform. All employees of the ACIA are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

The Atlantic County Improvement Authority is an Equal Opportunity Employer.

SALARY RANGE: \$50,000 to \$55,000 plus benefits.

Interested candidates should respond provide a cover letter and resume by e-mail jernee_alexis@aclink.org no later than Friday, July 17, 2026.