



PUBLIC NOTICE

Program – CDBG-DR

Title – Secretary

PRDOH – Secretaria Administrativa de Programa

Area –

Required Skills and Qualifications:

- 60- Credits leading to a Bachelor Degree in Administration of office systems or secretarial science.
- 1-year experience in secretarial area that include the production and transcription of documents.
- Bilingual English/Spanish.
- Takes dictations, shorthand skills, letter writing, memorandum reports and other documents.
- Prepares letters, memorandums, circulars, certifications, statistic tables, work plans and other documents, related to the unit assigned by using a typewriter or a computer.
- Receives, sends, controls and distributes the correspondence of the unit assigned.
- Maintains the calendar of activities and reunions of the supervisor and has him informed, depending of the location of the position.
- Revises, detects and corrects orthographic and grammatical errors in the correspondence of the supervisor.
- Collaborates with the time sheets of the unit assigned depending of the location of the position. Establishes and maintains controls of actualized files related to the unit assigned.

Reports to – Depending Division assigned to

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.