



SUPPORT ASSISTANT JOB DESCRIPTION

Position Type:	Part-Time or Internship, Non-Exempt	Reports to:	VP of Programs & Housing
Location:	845 Parsons Avenue • Columbus, OH 43206	Travel Required:	Occasionally
Supervisory Responsibilities:	No		

POSITION SUMMARY

The Support Assistant is a part-time or Internship position that reports to the VP of Programs & Housing. The Support Assistant is responsible for various support functions, as they relate to acquisition, demolition, and development of properties in which COCIC has an interest. The Support Assistant will provide staff and program support, primarily in the realms of customer service, data entry, data analysis, real estate transactions, and document management.

PRINCIPLE RESPONSIBILITIES & DUTIES

In addition to the specific duties and responsibilities listed here, all COCIC staff members are expected to perform any tasks necessary to ensure the orderly, efficient operations of COCIC. All staff must be able to travel and attend conferences, training, and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.

SPECIFIC RESPONSIBILITIES & DUTIES

- Provide document support to the Programs & Housing Department and Real Estate & Property Management Department.
- Draft various letters, applications, and templated real estate documents and complete routine forms related to real estate marketing and transactional activities.
- Execute a variety of duties related to operations of the department's electronic and manual filing and retrieval of legal documents internally, as well as externally with the courts and various county offices.
- Provide in-person, on-line, and telephone customer service to residents and organizations, related to vacant property inquiries, land reuse and applications.
- Manage and organize the maintenance of property records which include: deeds, leases, surveys, easements, exhibits and other legal real estate documents with the electronic real estate database.
- Run database queries and generate lists of properties and program status updates as requested by staff for reporting purposes and analysis.
- Receive, examine, obtain, and organize information from the company's real estate records to process invoices for payment and conduct real estate research.
- Coordinate directly with staff to monitor demolition, maintenance, and other vendor service contracts to provide internal and external benchmarks.
- Provide and create monthly reports, as required for maintenance, recording, and acquisition/disposition, and sale of real estate.
- Ability to maintain company real estate records in a land database.
- Organize and maintain documents and file cabinets and other supporting duties as needed.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- A valid/current driver's license.
- Ability to work under pressure as part of a team and the ability to rapidly adjust as priorities change.
- Attention to detail and proficient in multitasking.
- Ability to meet tight deadlines.
- Ability to prioritize work and work independently.
- Excellent written and verbal communication skills, grammar, spelling, punctuation and problem-solving skills.
- Proficient computer skills, including Microsoft Word and Excel.

PREFERRED QUALIFICATIONS/SKILLS

- Familiarity with community development, local land reuse and sustainability initiatives and community organizing principles, a plus.
- Possesses a reasonable understanding of real estate.
- Experience working with public real estate data, such as Auditor, Recorder, Treasurer, Sheriff, and Court data systems.
- 3-5 years of real estate paralegal experience or an equivalent combination of work experience and training.
- Ability to handle large volume real estate transactions.
- Experience in non-profit program and/or project management.

EDUCATION & EXPERIENCE

Part-Time: Associate Degree in Public Policy, Urban Planning, Geography, Environmental Studies, Non-Profit Management, Land Records Management, Business, Real Estate, Paralegal or Paralegal Certificate. (Substitution: minimum of (3) or more years of commercial real estate or commercial title examiner/abstractor, real estate or industry related experience).

OR

Internship: Currently enrolled undergraduate or graduate student of a 2-4-year degree program in Public Policy, Urban Planning, Geography, Environmental Studies, Non-Profit Management, Land Records Management, Business, Real Estate, Paralegal or Paralegal Certificate (or related fields). An equivalent combination of training, experience and education will be considered.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand or sit with occasional lifting of materials up to 20 lbs. The employee is required to use hands to input, view and retrieve data from computers. The employee is required to occasionally travel to properties within the city of Columbus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AAP/EEO STATEMENT

Central Ohio Community Improvement Corp. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.