



Lake County Housing Authority has an immediate opening for:

HCV Support

Responsible for the performance of office tasks which follow well established procedures and can be readily learned on the job. Employee receives detailed instructions; regular routine assignments may be performed independently; initiative and judgment may be utilized as experience is gained. Work involves public contact and requires tact and courtesy in dealing with often trying situations. Duties include some routine word processing and record keeping requiring accuracy and attention to detail. Advice and assistance are always available from a superior who checks work for accuracy and results obtained. Duties may be assigned into any one of the Administrative Departments. This is clerical work of moderate complexity and variety including receptionist duties for the Authority.

Main responsibilities include:

1. Typing of general correspondence, internal memos and reports.
2. Word processing skills utilizing Office Products to generate letters and mailings to clients.
3. Proper forwarding and receipt of verifications, notices and contracts.
4. Maintenance of program and tenant files. Responding to phone inquiries as appropriate.
5. Assist Director of Voucher Management in maintaining systematic flow of paper and processing. Must be able to work independently and keep supply of forms available for staff.
6. Assist in scheduling interviews, inspections and contract renewals.

Related Responsibilities:

1. Performs other reasonably related duties including staffing the reception desk as needed and any other duties as assigned by the Director of Voucher Management or other senior management.
2. Attends and/or participates in various meetings related to Authority business during and after normal business hours.

Required knowledge, skills and abilities:

1. Knowledge of modern office practices, procedures, equipment and standard clerical techniques. Proficient with Microsoft Office Products, specifically Word and Excel.
2. Ability to treat each caller or visitor with unfailing courtesy, consideration and have a professional attitude towards them.
3. Skill in the uses of the calculator, computer, office copier and other office machines.
4. Ability to understand and follow quickly and accurately written and oral instructions.
5. Ability to meet and deal tactfully and courteously with the public and to establish and maintain effective working relationships with other employees.

Education and Experience:

1. Graduation from a standard high school, supplemented by vocational or college level courses.
2. Experience in clerical work, and to respond to periods of production pressure.
3. Or an equivalent combination of education and experience to meet the required knowledge, skills and abilities.

Special Requirements:

1. Must be bondable.
2. Possession of a valid driver's license in their state of residence.
3. Must have the ability to work with confidential information.

Please send resumes to:
Lake County Housing Authority - Human Resources
33928 North US Highway 45
Grayslake, IL 60030
recruitment@lakecountyha.org
FAX: 847-223-7910
No phone calls please

Lake County Housing Authority is an Equal Opportunity Employer.

