



Lake County Housing Authority has an immediate opening for:

PH Support Clerk

POSITION SUMMARY: 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. This is clerical work of moderate complexity and variety. Position will float amongst Public Housing buildings.

ESSENTIAL FUNCTIONS:

1. Type general correspondence, internal memos and reports utilizing Microsoft Office products to generate letters and mailings to clients.
2. Answer phones and enter Work Orders. Respond to phone inquiries as appropriate.
3. Assist with rent check deposits and make rent adjustments as needed.
4. Receive and forward verifications, notices and contracts.
5. Maintain program and tenant files.
6. Assist Senior Property Manager in maintaining systematic flow of paper and processing. Must be able to work independently and keep supply of forms available for staff.
7. Assist in scheduling interviews, inspections and contract renewals.
8. Position will float amongst Public Housing buildings.

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, resident or visitor or with unfailing courtesy, consideration and have a professional attitude towards them.
3. Ability to use 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.
6. General knowledge of the policies and regulations of LCHA as established by the Board of Commissioners or set forth by HUD.

EDUCATION AND EXPERIENCE:

1. Graduation from a standard high school, supplemented by vocational or college level courses in business practices.
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 motor vehicle operator's license in his/her state of residency.

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.

