



Colorado Springs Housing Authority
An Equal Opportunity Employer

JOB ANNOUNCEMENT

Posting Date: **December 4, 2017**

Closing Date: **December 8, 2017**

HOUSING AUTHORITY

Administrative Assistant Clerk – Public Housing

Salary Range: **\$2,918 - \$3,650/monthly**

OPEN COMPETITIVE POSTING

FLSA Status: **Non-exempt**

JOB SUMMARY: In this position, you will perform a variety of clerical and record keeping duties to support the Housing Authority of Colorado Springs. You will greet clients about public housing policies and procedures, provide general information to the community, establish and maintain eligibility accounts/data to ensure that files are complete and meet Housing and Urban Development and Colorado Housing and Finance Authority guidelines to maintain client housing eligibility, and follow through on all pending documentation to ensure that clients become or remain eligible for public housing assistance and programs.

Examples of skills, knowledge, and abilities this position requires include the following: knowledge of modern office procedures, methods, and equipment, including computers; principles and procedures of record keeping; accurate spelling, punctuation, and grammar; principles of business letter writing and basic report preparation; and knowledge of intake processes and maintaining eligibility for public housing or other public assistance organizations.

MINIMUM QUALIFICATIONS: Equivalent to the completion of the twelfth grade (high school diploma or GED). One year of responsible clerical or related support experience.

DESIRABLE QUALIFICATIONS: Three years of responsible clerical or related support experience. Specialized training in clerical practices, accounting, typing, and other related fields. Ability to speak Spanish

Note:

1. The Housing Authority is independently governed by a Board of Commissioners and, as a result, individuals employed by this agency are not employees of the City of Colorado Springs.
2. This position is engaged in the performance of work funded by a federal grant subject to the requirements of the Drug Free Workplace Act of 1988.
3. Filling of this position will be subject to Section 3 requirements as directed by the Department of Housing and Urban Development. Additional information will be required following submission of an initial application from the applicant if chosen for an interview.

For more information about Section 3 requirements, please go to

<http://www.hud.gov/offices/fheo/section3/section3.cfm>.

Interviews will be scheduled in December 2017

You may obtain an application on csha.us website, request an application from the HR Department, internal staff go to the shared drive to "Employment Application" and print one off. Applications must be received by HR no later than 4:00 pm, Friday, December 8, 2017

Submit resume through interoffice mail, postal mail, fax, or email to:

The Housing Authority
Human Resource Department
PO Box 1575 MC 1490
Colorado Springs, CO 80901
719-632-7807 (fax)
HumanResources@csha.us