

**HASKELL HOUSING AUTHORITY
702 S. AVENUE H
HASKELL, TEXAS 79521
(940) 864-3685
FAX (940) 864-8520**

January 16, 2019-NOTICE OF JOB OPENING

The Haskell Housing Authority is seeking qualified candidates for the position of **Office Clerk**. This position will assist the Executive Director in the administration and operation of HHA's public housing and USDA-RD multi-family housing programs. HHA currently has 50 public housing units and 28 RD-MFH units. In addition to the qualifications listed below, the ideal applicant will possess the ability to communicate effectively and professionally with the public, tenants, vendors and co-workers.

RESPONSIBILITIES

- Acts as receptionist and answers phone
- Provide applications for prospective tenants
- Verify applicant information and determine eligibility
- Conduct annual and interim program re-certifications
- Prepare leasing documents and perform execution of lease and required move in forms
- Collect rents, balance and deposit
- Maintain rent roll, analytical tenant ledger control, and daily statement of operations
- Data entry for all program participants
- Assist in maintaining inventory for respective projects
- Maintain repair records and process incoming maintenance request
- Conduct move-in and/or move-out inspections/ Prepare move out form
- Assist Executive Director with annual inspections and provide tenant notification as needed
- Maintain tenant files
- Prepare letters, forms, and notices as needed
- Answers all questions concerning the Authority's role in the housing programs to current and prospective tenants
- Other duties as assigned

QUALIFICATIONS/SKILLS/ABILITIES

- Ability to manage multiple projects and deadlines simultaneously
- Ability to perform job function free of mathematical or data entry errors
- Strong typing/data entry/computer/administrative skills required
- Proficiency in Microsoft Office Preferred
- General working knowledge of office equipment

EDUCATION/EXPERIENCE

- Minimum High School Diploma required
- Minimum of 2 years experience in a fast paced office environment in an administrative role

Interested candidates may submit their cover letter and resume to:

**Haskell Housing Authority
702 S Ave H, Haskell TX 79521Haskell TX 79521**

Haskell Housing Authority is an equal opportunity employer and provider.

