



EXTERNAL NOTICE OF POSITION OPENING

KNOX COUNTY, ILLINOIS 05/26/2026

The Knox County Housing Authority provides high quality, affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. The KCHA is the largest owner of rental housing in Knox County, providing homes to over 1,300 people. We currently have 424 units in our public housing portfolio - 228 single, elderly, and disabled units, 196 units of family housing, and 138 units of multi-family housing. The agency also oversees 200 Housing Choice Vouchers that allow low-income families to rent from private landlords throughout the jurisdiction.

GENERAL OFFICE ASSISTANT/TENANT ACCOUNTS CLERK

The General Office Assistant/Tenant Accounts Clerk will provide general administrative support to the programs of the KCHA. This full-time position shall perform a variety of clerical tasks including typing, answering telephones, filing, processing incoming and outgoing mail, rent collection, computer entry, and other tasks in support of agency operations, in accordance with established protocol; and provide information and assistance to the public regarding KCHA policies and procedures. Employee shall exercise considerable judgment and initiative in carrying out day-to-day responsibilities subject to established procedures, practices and standards. Duties require knowledge of HUD regulations on participant selection and the ability to maintain records and prepare accurate and concise reports. Work involves regular interaction with the general public, at times under trying conditions. This position will be a point of contact for program participants, participant families, landlords, other social service agencies or community organizations, KCHA staff, other housing authority staff, HUD staff, and the general public.

A full job description is available upon request. Interested candidates are encouraged to submit a letter of interest to Executive Director Derek Antoine no later than Monday, June 8, 2026 by 4:30 p.m. Application documents will be accepted in person, or via mail, fax, or email. Should applicants have questions regarding this posting, please contact:

Derek Antoine, Executive Director
Knox County Housing Authority
216 W. Simmons St.
Galesburg, IL 61401
dantoine@knoxhousing.org
(309) 342-8129, extension 1223

The KCHA is proud to be an equal opportunity workplace and employer.

