



INTERNAL/EXTERNAL NOTICE OF POSITION OPENING

KNOX COUNTY, ILLINOIS 10/06/2020

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.

ADMINISTRATIVE SUPPORT SPECIALIST – AHP SITES

The Administrative Support Specialist - AHP position provides prompt, courteous, and reliable receptionist duties, greeting visitors and the public; answers and screens phone calls; obtains information from visitors to properly transfer or re-route to the appropriate staff and/or department; provides general office support activities including processing incoming and outgoing mail, word processing and data entry, records management and filing; supports occupancy and leasing functions of assigned properties including employment verifications, landlord verifications, income eligibility determinations, lease preparation; performs related work as required. The Specialist shall have overall responsibility for assisting the Property Manager with administrative functions as assigned and provide clerical and program-specific functions for the Affordable Housing Preservation (AHP) programs at assigned locations.

A full job description is available online at <https://knoxcountyhousing.org/kcha-careers>, or upon request. Interested candidates are encouraged to submit an application, resume, and letter of interest at <https://knoxcountyhousing.aaimtrack.com/jobs/> no later than Tuesday, October 13, 2020 by 4:30 p.m. Application documents will be accepted via mail, fax, or email. Should applicants have questions regarding this posting, please contact:

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At the Knox County Housing Authority, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our participants, and our community.

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

