



## **NOTICE OF POSITION OPENING**

**KNOX COUNTY, ILLINOIS 11/12/2024**

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 220 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 online at <https://knoxcountyhousing.org/kcha-careers>, and also at our Central Office Cost Center. Interested candidates are encouraged to submit an application, a resume, and a letter of interest no later than Friday, November 22, 2024 by 4:30 p.m. Application documents will be accepted in person, mail, fax, or email. Should applicants have questions regarding this posting, please contact:

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OPPORTUNITY  
EMPLOYER**

