



Posting Date: July 23, 2020

Closing Date: July 27, 2020

HOUSING AUTHORITY

JOB ANNOUNCEMENT

Administrative Assistant Clerk – Public Housing

Salary Range: \$2918 - \$3,650/monthly

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 or 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.

DESIREABLE 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/section3cfm>.

Interviews will be scheduled in August 2020.

You may obtain an application on csha.us website, request an application from the HR Department. Internal staff may obtain an application on the shared drive under "Employment Application" and print one off. Applications must be received by HR no later than 4:00PM, Monday, July 27, 2020.

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

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