

PLEASE POST

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Inter-Departmental Memorandum

Date: December 21, 2020

To: All Qualified Applicants

From: Human Resources Department

Subject: Job Opening

POSITION:	OCCUPANCY CLERK TYPIST
SALARY RANGE:	\$35,700 - \$52,156
DEPARTMENT:	ASSET MANAGEMENT
UNION AFFILIATION:	ISWA
FLSA:	NON-EXEMPT

Please see attached job description identifying essential and related duties and responsibilities as well as qualifications.

All qualified applicants interested in applying for this position may submit a letter of interest, resume and completed employment application to the Office of Human Resources via email to HR@jcha.us. Position bid period expires close of business Wednesday, December 30, 2020 at 5PM.

Please direct your inquiries regarding this employment opportunity to the Office of Human Resources at 201-706-4680.

Affirmative Action/Equal Employment Opportunity Statement

It is the Jersey City Housing Authority policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>

File: JobPostings (OccupancyClerkTypist)

OCCUPANCY CLERK TYPIST**Definition:**

Under direction, performs administrative and clerical work in support of the site management; does related work as required.

General Responsibilities and Roles:

The role of Occupancy Clerk Typist is a highly visible position that is vital to the overall successful operation of the site. The Clerk serves as the first point of contact at the office for residents, prospective residents, local and state regulatory agencies and other third parties. Thus, the position requires a responsible, service-oriented staff person.

The Occupancy Clerk Typist needs to be many things: typist, receptionist, stock clerk, fact-checker, file manager, record-keeper, routine problem-solver and troubleshooter. The Clerk also needs to be familiar with JCHA policies and administrative structures, and a variety of federal and state regulations governing the operation of public and assisted housing developments. In essence, this position requires a person who is able to work independently and under pressure to effectively deal with a variety of tasks.

Essential Responsibilities:

- Maintains accurate, complete and updated office files including general files, tenant files, site personnel files and Manager's files.
- Answers and directs telephone calls on a multiple-line phone system including handling routine tenant requests, resolving routine tenant problems, taking and distributing accurate messages as required.
- Coordinates work order system including filling out work orders, maintaining monthly logs, compiling resulting monthly statistical information, inputting statistical information to Asset Manager's monthly reports.

Essential Responsibilities: (Cont'd)

- Types and formats general office correspondence including letters, memos, legal notices to residents, and resident flyers.
- Keeps track of resident monthly rental payments and reports problems to supervisors.
- Assists in performing annual resident re-certifications pursuant to JCHA policies.
- Assists in maintaining the site's waiting list, schedules applicant interviews, answers inquiries from applicants, etc.

Secondary Responsibilities:

- Keeps track of resident rental agreements and provides monthly status reports to supervisors.
- Assists in compiling and typing statistical information for various management reports.
- Under direction, updates, revises and/or creates office forms and form letters.
- Under direction, orders and maintains all necessary office materials/supplies.

Position Requirements & Qualifications:Education/Experience:

- ❑ High School Diploma or GED.
- ❑ A minimum of one year of clerical and/or administrative support experience.

Skills:

- ❑ Knowledge of computer software such as Microsoft Word, and minimum typing speed of 25 wpm.
- ❑ Ability to meet deadlines.
- ❑ Ability to communicate in a courteous and professional manner with JCHA staff, residents, the public and a variety of third parties.
- ❑ Ability to understand, remember and carry out oral and written directions.
- ❑ Ability to handle responsibilities without close day-to-day supervision.
- ❑ Ability to read, write, speak and understand English sufficiently to perform the duties of this position. Bilingual (English/Spanish) a plus.

Good health and freedom from disabling physical and mental deficiencies, which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others. (Important note: Persons with mental and/or physical disabilities are eligible to apply as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations.)

The JCHA is committed to achieving diversity in its workforce, reflective of a multi-ethnic, multi-racial community, and is an Equal Opportunity Employer.
