

PLEASE POST

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Inter-Departmental Memorandum

Date: October 21, 2020
To: All Qualified Applicants
From: Department of Human Resources
Subject: JOB OPENING

POSITION:	Senior Occupancy Clerk Typist
SALARY RANGE:	\$45,000 - \$54,916
DEPARTMENT:	ASSET MANAGEMENT
HOURS OF WORK:	8:00AM – 4:00PM
UNION AFFILIATION:	ISWA
FLSA:	NON-EXEMPT

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

Any 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 Monday, November 2, 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 (SeniorOccupancyClerkTypist)

SENIOR OCCUPANCY CLERK TYPIST**POSITION SUMMARY:**

Under the direct supervision of the Asset Manager, performs administrative and other related clerical work in support of the management of the site; does related work as required.

All activities must support the Jersey City Housing Authority (JCHA) mission, strategic goals and ONE-JCHA values.

GENERAL RESPONSIBILITIES AND ROLES:

The role of the Senior Occupancy Clerk Typist is a highly visible position that is to the overall successful operation of the site. This position requires that the Senior Clerk assume a responsible role. The ability to think through a problem and make minor interim decisions is also essential. The Senior Clerk maintains a close and highly responsive and confidential relationship to the activities of the site, and works fairly independently, receiving only a minimum of detailed supervision and guidance in the performance of his/her administrative and support duties.

The Senior Occupancy Clerk Typist needs to be many things: typist, receptionist, stock clerk, fact-checker, file manager, record-keeper, and routine problem-solver and troubleshooter. The clerk also needs to be familiar with the 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:

1. Maintains accurate, complete and updated office files including general files, resident files, site personnel files and supervisor's files.
2. Answers and directs telephone calls on a multiple-line phone system, handles routine resident requests, resolves routine resident problems, takes and distributes accurate telephone messages.
3. Coordinates work order system including completing work order forms, maintaining monthly logs, compiling resulting monthly statistical information and inputting statistical information to Managers' monthly reports.
4. Types and formats general office correspondence including letters, memos, legal notices to residents, and flyers.
5. Keeps track of residents' monthly rental payments and reports problems to supervisors.
6. Performs annual resident re-certifications pursuant to JCHA policies.
7. Ensures that sensitive information, verbal exchanges, legal actions, privacy issues or third-party inquiries are maintained, discussed and/or retained in a strictly professional and confidential manner.

SECONDARY RESPONSIBILITIES:

- Keeps track of resident rental agreements (if any) and reports status of agreements to supervisors on a monthly basis.
- Under direction, updates, revises and/or creates office forms and form letters.

- Assists supervisors with compiling, formatting and typing statistical information for periodic status and statistical reports.
- Orders and maintains all necessary office materials and supplies, under direction.
- Does typing accurately from varied types of copy; checks and verifies, bills, vouchers, statements.

POSITION REQUIREMENTS & QUALIFICATIONS:**A. Education/Experience:**

High School Diploma or its equivalency (GED). Formal secretarial or computer training/credits from an accredited institution preferred, supplemented by three (3) years of administrative, clerical and/or computer support in public housing or not-for-profit environment. Occupancy Certification is preferred but not required. Certification must be obtained six (6) months from date of hire.

B. Knowledge, Skills and Abilities:

1. Demonstrated experience and knowledge of MS Word, Excel, Access; accurate typing speed of 40wpm; ability to create templates, as needed, and to prepare from written text spreadsheets, charts, graphs and camera-ready professional publications.
2. Ability to communicate clearly, effectively and in a courteous and professional manner with JCHA staff, the public and a variety of third parties.
3. Demonstrated ability to handle diverse projects and responsibilities in a confidential and professional manner under minimum supervision, as well as to prioritize and follow-through on assignments.
4. Ability to read, writes, speak and understand the English language sufficiently to perform the duties of this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office environment - The noise level in the work environment is moderate.

EQUAL OPPORTUNITY EMPLOYER

NEW JERSEY STATE RESIDENCY MUST BE MET WITHIN 12 MONTHS FROM HIRE DATE.
