

FALL RIVER HOUSING AUTHORITY

The Fall River Housing Authority is seeking qualified applicants for **ONE (1) FULL-TIME** position of:

CLERK INTERVIEWER

DUTIES:

The incumbent in this position will have direct contact with assisted housing participants, landlords, residents and representatives of community agencies. Clerical work will include typing, data entry, maintaining files on applicants, residents, participants, as well as basic financial records.

QUALIFICATIONS:

The incumbent will be required to have clerical experience in computer operation, typing, filing and the maintenance of uncomplicated financial records. In addition, completion of business English and business Math, office practices and use of office machines as may be gained by completing a curriculum in high school will be required. Good communication skills and strong inter-personal skills are necessary. Candidate must be bondable.

REQUIREMENTS:

The incumbent must be proficient in oral and written communication in English and must be able to speak clearly and distinctly in English. Bilingual in Spanish preferred, but not required. The incumbent must have a valid driver's license and own transportation.

SALARY RANGE:

The salary range for this position is \$31,307.00--\$42,265.00.

Applicants for this position must submit a completed Fall River Housing Authority employment application. A Fall River Housing Authority Employment application and job description are attached.

Position will remain open until filled.

The Fall River Housing Authority (FRHA) considers applications for employment from eligible Federal Section 3 residents. A Federal Section 3 resident is a City of Fall River resident with low or very low income as defined by the Department of Housing & Urban Development (HUD). To determine if you are eligible for Federal Section 3 status, please contact the FRHA Section 3 Compliance Officer at (508) 675-3580.

ROGER P. TACHE, CHAIRMAN
FALL RIVER HOUSING AUTHORITY BOARD OF COMMISSIONERS
THE FALL RIVER HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

3/21/19