

FALL RIVER HOUSING AUTHORITY

The Fall River Housing Authority is seeking qualified applicants for:

ONE (1) FULL TIME position of:

CLERK INTERVIEWER—TENANT SELECTION

DUTIES:

The incumbent in this position will have direct contact with public housing residents, assisted housing participants, landlords and representatives of various community agencies. The incumbent will be responsible for maintaining and processing applicants utilizing the FRHA Wait List and assuring that selection, eligibility and screening of applicants is performed accurately. The incumbent will ensure that complete and accurate records concerning applicants are maintained by HUD/EOHLC standards. Performance of clerical duties with a degree of independence is required, as well as excellent customer service, communication and critical thinking skills. Clerical work will include typing, data entry, maintaining files on applicants for public housing, and other duties related to this position.

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 starting salary for this position is \$39,535.08.

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).

STEPHEN R. LONG, CHAIRMAN
FALL RIVER HOUSING AUTHORITY BOARD OF COMMISSIONERS
THE FALL RIVER HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER