

**SPRINGFIELD HOUSING AUTHORITY**

200 North Eleventh Street  
Springfield, IL 62703

**Position Vacancy**

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

**Filing Clerk**

*Part-Time Position/Salary Range: \$15.26 - \$22.89 per hour*

*Monday-Friday 8:00 A.M.-1:00 P.M.*

**POSITION SUMMARY:**

The incumbent maintains an efficient and accurate filing system including but not limited to organizing and sorting documents, creating and updating files, retrieving and logging in/out of files, ensuring security and confidentiality of records, records retention, and special filing projects as directed.

**EDUCATION & EXPERIENCE:**

High School graduate; and two (2)+ years' experience in working with filing systems, MS Office and office equipment such as photocopier, label maker, scanner etc., and confidential documents.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of HCV files, documents, and applicable policies and procedures; Knowledge of occupational hazards and applicable precautionary measures; Skill in the use of office equipment, computers, and software; Skill in typing 30 WPM with accuracy; Skill in organizing and maintaining filing system; Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, and co-workers) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver.

**APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority  
Department of Human Resources  
200 N. Eleventh Street  
Springfield, IL 62703

Via e-mail: [wendym@sha1.org](mailto:wendym@sha1.org) or fax: 217-753-4421

Pay, benefits information, and employment applications are available on the SHA Website:

[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link below

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

[https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=755175744&full\\_apply=&jobid=755175744](https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=755175744&full_apply=&jobid=755175744)

Posting Dates: 09/17/2025-09/27/2025

*This position will remain open until filled*

**The Springfield Housing Authority is an Equal Opportunity Employer**