

**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:

**Human Resources Assistant**

Part -Time Position / 20 hours per week

Salary Range: Negotiable

**POSITION SUMMARY:**

The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization's Division of Human Resources.

The incumbent is responsible for providing administrative and secretarial support for the Director of Human Resources including, but not limited to maintaining personnel records, scheduling, updating the HRIS systems, preparing and assembling various documents, assisting with employee engagement activities and typing various minutes and reports.

**EDUCATION AND EXPERIENCE:**

- Associate's degree in human resources, business management, or business administration from an accredited college or university; and
- Two (2) years of experience in a professional clerical or administrative assistant position; or
- any equivalent combination of education, work experience or training that provides the necessary knowledge, skills and abilities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of federal, state, local, public sector, and housing authority HR processes, procedures, policies, and regulations; Knowledge of occupational hazards and applicable precautionary measures; Skill in scheduling, planning, and following-up as necessary; Skill in the proficient use of office equipment, computers, and software; Skill in taking dictation, transcribing notes, and typing 40 WPM with accuracy; Skill in maintaining accurate and complete complex HR records, documentation, and reports; 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.

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

**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

Employment Applications are Available on the SHA Website:

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

<https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=604231939>

***This position will remain open until filled***