

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:

Receptionist

Part -Time Position / On Call Basis

Salary Range: Negotiable

POSITION SUMMARY:

The incumbent ensures the Public Housing and Housing Choice Voucher visitors have a positive first impression and ongoing pleasant relationship with the SHA. The incumbent provides courteous, pleasant, professional, and prompt service to individuals calling or walking into the main office; refers individuals to the appropriate employee in a timely manner; and ensures the public housing lobby area is safe and secure, using applicable procedural safety measures as required. This position covers for our Public Housing and Housing Choice Voucher Receptionist positions on an as needed basis. The hours of work would be 8:00 am - 4:30 pm.

EDUCATION AND EXPERIENCE:

High School graduate; over six (6) months experience in a clerical position requiring public contact, preferably public housing operations duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general public housing application programs, policies, and procedures; Knowledge of occupational hazards and applicable precautionary measures; Skill in the use of office equipment, computers, and software; Skill in typing 40 WPM with accuracy; Skill in maintaining routine visitor records and generating 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 or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=235129024>

This position will remain open until filled