

**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**

*Full-Time Position/Salary Range: Negotiable*

**DUTIES AND RESPONSIBILITIES:**

The incumbent ensures the public housing 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.

**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.

**APPLICATIONS SHOULD BE FORWARDED TO:**

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

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=654534465>

Posting Dates: 7/2/2024 – 7/12/2024

*This position will remain open until filled*

County Residency Required Within One Year of Employment  
**The Springfield Housing Authority is an Equal Opportunity Employer**