



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

CLERK TYPIST Housing Choice Voucher / Section 8

Department: Housing Choice Voucher /Section 8 **Reports to:** HCV Manager – O. Perez
Job Type: Regular-Fulltime – Union /40 hours **FLSA Code:** Non-exempt/hourly
Rate: (Union negotiated wage) **Minimum:** \$15.54/hourly **Maximum:** \$ n/a
Internal Posting Date: 2/26/2018
Posting Expires: 3/09/2018

General Statement of Duties

Reporting to the Manager of the Housing Choice Voucher / Section 8, responsible for general clerical duties including filing, maintaining records, scheduling appointments, communication with property owners and participants, and all related duties as required. Demonstrate strong cognitive ability in assessing and evaluating problems including handling a large volume of calls.

Key Duties/Essential Job Functions

1. Perform all clerical functions, as needed including, data input, duplicating and maintaining/develop an efficient filing system.
2. Perform as a resource person for staff and the general public with questions related to Section 8 Program.
3. Review and log RFTA received daily. Generate follow-up letter to participants/applicants.
4. Be able to interact with property owners and participants in a professional manner at all time.
5. Assist in the preparation of all reports and policies and performs all clerical functions.
6. Take incoming calls, relays messages and relieves the receptionist as needed.
7. Assist the Section 8 Manager, as assigned, in all aspects of administration of the Authority's Section 8 Program.
8. Type a wide variety of materials including correspondence and reports.
9. Prepare and maintain accurate files, records and reports required for operation of the office.
10. Receive and transmit a variety of information by telephone from participants, landlords and other offices of the Housing Authority.

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11. Sort mail and type a wide variety of materials such as letters, reports, memorandums and related documents
12. Be available to work at other Bridgeport Housing Authority / Park City Communities offices as needed.
13. Operate common office equipment such as a computer terminal keyboard, printer, calculator, fax, and copy machine.
14. Perform other duties as assigned.

Qualifications/Education

High School Diploma or equivalent with a minimum of one-year clerical experience. Completion of relevant Business School courses may be substituted for six months of required experience. Good communication skills, involving tact, courtesy and discretion when dealing with applicants/participants. Excellent communication skills both verbal and written. Must have the ability to listen and communicate with a diverse group of individuals. Must have a cooperative and patient service-oriented attitude. Ability to work independently without direct supervision. Must possess a valid CT driver's license.

Working Conditions/Physical Requirements

Typical office environment and able to attend meetings, trainings and travel to BHA sites unaccompanied.

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TO APPLY

INTERNAL:

https://workforfenow.adp.com/myportal/ess/recruitment/internal/PostingPreview.faces?client=pcc150&jobId=123947&lang=en_US&source=CC2

EXTERNAL:

https://workforfenow.adp.com/jobs/apply/posting.html?client=pcc150&jobId=123947&lang=en_US&source=CC3

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