



THE HOUSING AUTHORITY OF THE CITY OF LIVERMORE

INVITES YOUR INTEREST IN THE POSITION OF

ADMINISTRATIVE CLERK



3203 Leahy Way, Livermore, CA 94550
www.livermoreha.org

A GREAT ENTRY LEVEL OPPORTUNITY

Application submittal period: September 1, 2020 – September 30, 2020

❖ **The Position**

Under general direction, this position will provide assistance to Livermore Housing Authority management staff with programs and policies and procedures. Primary responsibilities involve complex analytical assignments which will have a significant impact on operations.

The ideal candidate should have solid office administrative and customer service skills which demonstrate the following:

Knowledge of:

- Proper English language usage, grammar and spelling;
- Scanning and electronic filing techniques;
Data entry, record keeping and file management procedures;
- Techniques for providing a high level of customer service;

Ability to:

- Compose general correspondence;
- Maintain a professional demeanor over the phone and in person;
- Ability to use office equipment and software, such as MS Office Suite, Excel, Outlook, etc.);
- Work independently and multi-task;

In addition, the ideal candidate will possess the following personal attributes:

- Ability to interact with a diverse workforce;
- Creative problem-solver and team player;
- Proactive and enthusiastic service provider.

❖ Primary Job Functions

1. Receive, review, scan and distribute a variety of documents including housing applications, forms and other information submitted by program participants and landlords;
2. Serve as lobby receptionist in assisting the housing program participants and the general public;
3. Perform a wide variety of general office administrative duties such as answering telephones, filing, mail processing and preparing general correspondence.

❖ Education & Experience – Minimum Requirements

- High school diploma or the equivalent to completion of the 12th grade;
- Two (2) years of office administrative experience including interaction with the general public and front reception assistance;
- Experience working with or for assisted housing programs, social services or other housing-related field is preferred.

❖ Compensation

Approximate monthly salary range: \$3,677 - \$4,470

❖ How to Apply

1. Complete Livermore Housing Authority employment application. Employment applications can be obtained from LHA's website: www.livermoreha.org
2. Complete answers to the Supplemental Questions on the back of this brochure;
3. Email completed employment application and answers to supplemental questions to: livermorehajobs@gmail.com

Last day to file application: September 30, 2020

❖ Supplemental Questions

Please answer the following questions using no more than one page per question. Applications are not accepted without a completed supplemental questionnaire attached to your application.

1. Describe your experience working in an office environment where you have had daily interactions with a diverse population.
2. Most documents and customer interactions for the Livermore Housing Authority are classified as confidential and protected by federal regulations. Describe your experience working with confidential information, the type of information, and the measures taken to protect confidentiality.
3. What type of data entry experience do you have? In your response include: (a) the tasks involved and (b) the type of data entered and software used.
4. Describe your level of knowledge in assisted housing programs.

