

HCV Program Admission Clerk

Temporary/ Non-Exempt



As a clerk, you will leverage your passion for public service to help the agency's HCV team process necessary administrative duties. You will work closely with the HCV Admissions Managers and will perform technical duties by maintaining the HCV program's files and records.

PRIMARY RESPONSIBILITIES

- Scanning and acquiring old applications
- Contacting clients for additional paperwork
- Assistance Connect Adoption (all clients that do not have an assistance connect account)
- Mail out for letters regarding Assistance Connect Account with Pin
- Phone calls/emails assisting client to set up accounts
- Perform related duties.

QUALIFICATIONS AND REQUIREMENTS

- Minimum of two years of experience providing administrative or clerical support or related experience.
- Sufficient experience to understand the procedures and expectations of an office environment.
- Knowledgeable about HCV Program rules, regulations and procedures.
- Willingness to creatively and collaboratively solve issues as they arise.
- Knowledge of basic technology, computer functions, office equipment, and Microsoft Office programs.
- Drive to tackle difficult challenges and add value to both HCHA and the communities we serve.
- Commitment to help HCHA be the most efficient and compassionate service agency possible.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is largely sedentary requiring up to eight hours in a seated position.
- The employee will experience some repetitive motion of the hand/wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org.