



## **ADMINISTRATIVE CLERK**

### **Job Description**

Waukegan Housing Authority is looking for an Administrative Clerk. The person in this position will be responsible for performing clerical and administrative duties in an office setting. The Administrative Clerk will assist the Director of Public Housing Operations and the Director of Human Resources by sorting mail, answering phones, speaking to clients, data entry, and filing. The person in this position will be responsible for a variety of clerical duties utilizing a high degree of independent judgment, problem solving, and initiative.

### **Required Skills**

Knowledge of Microsoft Word, phone etiquette, basic accounting and exceptional customer service.

### **Education and Experience**

Graduation from a standard high school or G.E.D. certificate, and at least two years of general office practices. Experience in clerical work, including public contact work or any equivalent combination of training and experience to meet the required knowledge, skills and abilities.

### **Special Requirements**

Must have clerical aptitude, good judgment, tact and courtesy. Skill in the use of typewriter, calculator, computer and other common office machines.

**Work Schedule:** 8:00am – 5:00 pm., Monday thru Friday

### **Salary**

TBD based on experience

### **HOW TO APPLY AND APPLICATION DEADLINES**

Interest in Waukegan Housing Authority employment should be indicated by submitting a completed Waukegan Housing Authority Application. Applications will be accepted until position is filled. Applications can be picked up and returned to the general office.

**Please mail, e-mail or hand deliver your application and resume to the address below.**

**Email to:** [crodney@waukeganhousing.com](mailto:crodney@waukeganhousing.com), **Fax:** 847-625-4627. No phone calls please

**Mail to:** Waukegan Housing Authority

Human Resources Department

215 S. Martin Luther King Jr. Ave.

Waukegan, IL 60085