

HOUSING AUTHORITY OF THE COUNTY OF CHESTER



30 West Barnard Street, Suite 2
West Chester, PA 19382
Phone 610-436-9200 * Fax 610-436-9203
www.haccnet.org

Housing Authority of the
County of Chester

"On the Road to Excellence"

Public Housing
Housing Choice Vouchers
Family Self Sufficiency
Homeownership

Board of Commissioners

Patrick Bokovitz, Chair
Louis J. Beccaria, Co-Chair
Theodore F. Claypoole, Treasurer
Donnell Sheppard, Secretary

Solicitor: Vincent T. Donohue
Lamb McErlane, P.C.

Executive Director
Paul Diggs

HACC Position: HCVP Clerk

Type: Full-Time

Number of Positions: One (1)

Effective date: Immediately

Reports to: Director of HCVP

Position Description/Job Summary:

Duties include but are not limited to greeting the public in a professional and courteous manner.

All work is performed in compliance with a professional decorum, in a confidential manner and consistent with the Privacy Act.

Duties and Responsibilities:

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Maintain and update filing, mailing, and database systems, either manually or using a computer.
- Open, sort, and route incoming mail and prepare outgoing mail.
- File and retrieve materials and other general clerical duties for HCVP staff and Director.
- Conducts themselves consistent with HACC Personnel Policy.
- Performs related work as required or assigned by supervisor.
- Ability to lift 5 to 10 lbs.

Knowledge, Experience and Training:

- Ability to plan, organize, maintain, and monitor the management of housing authority records and reports for compliance with HUD regulations and HACCs administrative policies.
- Knowledge of principles and processes for providing excellent customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of administrative and clerical procedures and systems such as managing files and records and designing forms.
- Ability to express ideas clearly and concisely, orally and in writing and to perform work free from material errors.
- Ability to compose letters, reports and other documentation using MS-Excel or MS-Word.

Education:

High School Diploma or General Education Degree (GED)