

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
HOPE VI

Board of Commissioners

Patrick Bokovitz, Chair
Sandra Simmons, Vice Chair
Theodore F. Claypoole, Treasurer
CarolAnn Thomas, Secretary
Louis Beccaria, Member

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

Executive Director
Dale P. Gravett

HACC Position:

Receptionist

State of Pennsylvania Civil Service Position: L0011 CLERK 1

Type:

Full-Time

Number of Positions:

One (1)

Effective date:

October 18, 2019

Reports to:

Director of Administration

Positions reporting to this one:

None

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 strict decorum, in a confidential manner and consistent with the Privacy Act.

Duties and Responsibilities:

Work involves a variety of administrative functions.

Examples of Work Performed:

- 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.
- Conducts themselves consistent with HACC Personnel Policy.
- Performs related work as required or assigned by supervisor.
- Ability to lift 20 to 25 lbs.

Knowledge, Experience and Training:

- Ability to plan, organizes, 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 customer and personal 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)