

February 16, 2012

**JOB OPENING**  
No. JO12-04

**Job Opening:** Management Assistant

**Specifications:** Provide a variety of services to the Property Manager including but not limited to: performing duties involving move-ins, move-outs and lease enforcement, preparing recertification packets and scheduling interviews, establishing and maintaining resident files, processing occupancy/vacancy transactions, monthly rent statements, conducting uniform verification techniques related to resident income and screening telephone calls. Receive residents and the general public, answer routine questions and direct them accordingly, and schedule appointments for the Property Manager. Must be proficient in Microsoft Office including Excel, strong administrative skills with attention to detail, type 40 wpm and communicate effectively by telephone. High school graduate supplemented by business or technical courses in bookkeeping or accounting or related field with two years experience in clerical or general office work or an equivalent combination of education and experience. Must perform job duties without close supervision.

**Salary Grade:** 2

**Salary Range:** \$27,000 - \$31,860

**Closing Date:** February 27, 2012

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. All applicants must apply directly to the main office at 450 N. Church St. We abide by the Drugfree Workplace Act, which includes pre-employment testing .

