

## **SCHENECTADY MUNICIPAL HOUSING AUTHORITY**

### **Excellent Career Opportunity**

#### **Clerk**

The Schenectady Municipal Housing Authority is seeking to hire a full-time Clerk. This position involves responsibility for performing a variety of clerical duties in support of the Occupancy Specialists and other staff assigned to work in the Schenectady Municipal Housing Authority's Public Housing Department.

**JOB DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Transport/deliver inter-office mail between the Authority's Asset Management Properties.
- Process out-going mail for staff.
- Follow up with tenants via phone, mail, and/or in person to obtain requested documentation or returned signatures in order to process move-ins and recertifications.
- File relevant documentation into tenant folders and housekeeping/upkeep folders.
- Prepare a variety of tenant correspondence including pest control notices, entry notices, and inspection notices.
- Hand deliver notices to tenants units that may be time sensitive.
- Duplicate and organize tenant leases.
- Enter data into the Authority's software program.
- Performs miscellaneous clerical duties as required.

#### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a high school or a possession of a high school equivalency diploma; OR
- (B) One year of clerical experience.

**Compensation and Benefits:** Starting Salary - \$39,022.80. Full benefit package including health, dental and vision insurance, paid leave, and participation in the New York State & Local System.

**Civil Service Requirements:** This is a Civil Service Competitive Class position. The employee would be hired on a provisional basis and would be required to pass and be reachable for appointment on the resulting eligible list.

**Pre-employment and Random Drug Screening:** It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test. Employees in this position are subject to random drug testing throughout employment.

**Submission Requirements:** Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website: <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of the Executive Director  
Schenectady Municipal Housing Authority  
375 Broadway  
Schenectady, NY 12305  
jobs@smha1.org

**Submission Deadline:** Friday, August 2, 2024

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer