

December 7, 2017 Internal Posting

Job Opening: Management Assistant, Operations

Specifications: Performs clerical office work to assist the Property Manager in administering the public housing program for the Greensboro Housing Authority. Establishes and maintains resident files, monitors tenant ledgers monthly, assists with scheduling of maintenance and housekeeping inspections, maintains records of resident maintenance charges and work orders, and intent to vacate notices, prepares papers for legal compliance, and performs clerical duties as necessary for move-ins, move-outs, leases, court papers and information packages. Work involves scheduling recertification interviews; assisting residents in completing forms, as necessary; verifying accuracy of resident information in computerized database and contacting outside agencies and employers; calculates residents' rent, notifying residents and supervisor of rent changes, charges, or credits due. Work involves composing and typing various correspondence and establishing and maintaining files for such records and correspondence; and performing routine bookkeeping for Property Manager. Graduation from high school supplemented by business or technical courses in typing, bookkeeping or accounting or related field, and 1 to 2 years of experience in clerical or general office work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Typing requirement: 40 wpm. Possession of a valid driver's license issued by the state of North Carolina. Must possess and maintain a safe driving record.

Salary Grade: 15

Salary Range: 29,857 – 37,645

Closing Date: December 13, 2017

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. Qualified GHA employees will be given preference for this job. 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.

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