



The Aurora Housing Authority™

Office Clerk

The Aurora (IL) Housing Authority (AHA) is seeking a highly-qualified candidate for the position of Office Clerk.

Under general supervision, the Office Clerk is essentially responsible for assisting the Property Manager/Assistant Property Manager with day-to-day operations and basic functions of the properties within the AHA's portfolio in accordance with HUD and AHA policies and regulations.

Qualifications Required:

- High School Diploma
- One year experience as Clerk/Receptionist and at one year experience in one or more department(s); Finance, IT or Property Management
- Must possess a valid Illinois driver's license or be eligible to obtain one
- Must be able to pass a criminal background check

Qualifications Preferred:

- Associate's degree from an accredited college or university with a major in Finance, Information Technology, Urban Planning, Business/Public Administration or related field
- Two years' experience as Clerk/Receptionist and at two years' experience in one or more department(s); Finance, IT or Property Management

Salary is commensurate with experience and education. An email version of your letter of interest and resume should be submitted to Maria Godinez, Director of Public Housing, mariagodinez@auroraha.org. The position will remain open until filled.