

AURORA HOUSING AUTHORITY

Job Title: LIPH Clerk
Reports to: Director -
Supervises:

FLSA Status: Exempt
Department:

Position Summary: The LIPH Clerk is responsible for assisting the Property Manager/Assistant Property Manager with day-to-day operations and basic functions of the properties within the AHA footprint.

Essential Functions:

- Type and proofread a variety of reports letters, memos
- Perform various clerical duties including managing, scheduling and organizing meetings, call screening and file management
- Assemble move-in packets for new residents
- Create and maintain files for new/existing residents
- Assemble and distribute notices to residents
- Tracks work orders follows open to close in system
- Operate a variety of office equipment including computers, copiers, fax and scanners
- Input and retrieve data and organize and maintain data records and files
- Able to maintain strict confidentiality of information
- Perform other duties as assigned

Success factors/job competencies:

- Computer proficiency with Microsoft Office Suite products and a variety of other software applications
- Teamwork – demonstrated ability to be a team player and get results through others
- Planning – ability to think ahead and plan over a one-to two-year time span
- Time Management – multitask and organize multiple priorities
- Technical skills – ability to utilize all standard office technology including scanners, fax machines and personal computers
- Excellent interpersonal and communications skills
- Commitment to company values

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Work environment: The noise level in the work environment is usually moderate.

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
- Must possess a valid Illinois driver's license or be eligible to obtain one
- Must be able to pass a criminal background check

Performance standards:

- Annual performance appraisal
- Attainment of annual goals established between supervisor and employee

Office use only:

Approval/revision date: _____ By: _____ Title: _____