



Public Housing Clerk

The Aurora Housing Authority (AHA) is seeking qualified applicants for the position of Low-income Public Housing (LIPH) Clerk. Under the general supervision, the Clerk is responsible and accountable to the Property Manager and/or LIPH Director with a wide range of activities; assisting the Property Managers with day-to-day operations and basic functions of the properties within the AHA portfolio.

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

Salary is commensurate with experience and education. Interested applicants please email your letter of interest and resume to Ms. Maria Godinez at mariagodinez@auroraha.org or by mail to Aurora Housing Authority, 1449 Jericho Circle, Aurora, IL 60506. No faxes will be accepted. Position shall remain open until filled.