



## EMPLOYMENT OPPORTUNITY

### **Aurora Housing Authority**

### **Position: Clerical Support Staff**

### **Status: Open Until Filled**

The Aurora Housing Authority (AHA) is seeking a dependable and detailed oriented Clerical Support member to assist with daily office operations. This position plays an important role in supporting staff, maintaining records and AHA's mission to provide safe, quality, and affordable housing to the community.

### **Position Overview**

The full-time Clerical Support Staff provides administrative and clerical assistance to support the daily operations of the Housing Authority across multiple programs and locations. This position works closely with program staff, residents, and external partners to ensure accurate recordkeeping, timely communication, and efficient office operations. The role requires flexibility, strong organizational skills, and the ability to work in a fast-paced, multi-site environment.

### **Minimum Qualifications**

- High school diploma or equivalent
- One (1) year of clerical or administrative support experience, preferably in a public sector, housing, or social services setting
- Valid driver's license and reliable transportation (if travel between sites is required)
- Must be able to pass a criminal background check & drug test
- Strong communication and customer service skills
- Ability to work independently and as part of a team

### **Compensation & Benefits**

AHA offers a competitive salary, along with a comprehensive benefits package, including health insurance, paid time off, retirement contributions, and opportunities for training and advancement.

### **How to Apply**

Interested applicants should submit a completed application, resume, and cover letter to:

Maria Godinez, Director of Public Housing at [mariagodinez@auroraha.org](mailto:mariagodinez@auroraha.org)

Position will remain open until filled.



# The Aurora Housing Authority™

**Job Title: Clerical Support Staff**

**Department:** Housing Authority

**Reports To:** Program Directors

**Work Location:** Multiple Housing Authority sites

**Job Summary**

The full-time Clerical Support Staff provides administrative and clerical assistance to support the daily operations of the Housing Authority across multiple programs and locations. This position works closely with program staff, residents, and external partners to ensure accurate recordkeeping, timely communication, and efficient office operations. The role requires flexibility, strong organizational skills, and the ability to work in a fast-paced, multi-site environment.

**Essential Duties and Responsibilities**

- Provide general clerical and administrative support to Housing Authority programs; Public Housing and Housing Choice Vouchers
- Schedule appointments, meetings, and inspections as needed
- Prepare, process, and maintain files, records, and documents in accordance with agency policies and confidentiality requirements
- Assist with data entry, tracking, and reporting for various programs
- Distribute mail, notices, and other correspondence to residents and staff
- Support staff at multiple sites, including traveling between locations as assigned
- Assist with intake, application processing, and verification documentation as directed
- Perform other related clerical duties as assigned

**Knowledge, Skills, and Abilities**

- Knowledge of general office procedures and clerical practices
- Strong organizational skills with attention to detail
- Ability to work with multiple programs and manage competing priorities
- Proficiency in basic computer applications, including word processing, spreadsheets, and data entry systems
- Effective verbal and written communication skills
- Ability to interact professionally with diverse populations
- Ability to maintain confidentiality and handle sensitive information
- Dependability and flexibility to work at various sites and adapt to changing needs

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**Preferred Qualifications**

- Experience working in a housing authority or similar public service agency
- Familiarity with housing programs, eligibility processes, or client intake procedures
- Bilingual skills (as applicable to community needs)

**Working Conditions**

- Office environment with frequent interaction with the public
- Requires sitting, standing, filing, and use of standard office equipment (may need to move/lift up to 25pounds)
- May require travel between Housing Authority sites during the workday

Phone: (630) 701-9977 | Website: [www.auroraha.com](http://www.auroraha.com) | 1449 Jericho Circle, Aurora IL 60506