



**MONTGOMERY**  
HOUSING AUTHORITY

# JOB ANNOUNCEMENT

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**POSITION TITLE:** HCV Program Administrative Clerk

**DEPARTMENT:** Housing Choice Voucher

**SALARY:** \$34,000

**DATE POSTED:** 04/10/2023

**CLOSING DATE:** Until Filled

**FLSA CLASS:** Non-Exempt

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**POSTING NO:**  
**1127**

## **Duties and Responsibilities:**

As a Housing Choice Voucher (HCV) Program Administrative Clerk, you will help the agency's HCV team process necessary administrative duties. You will work closely with the HCV Housing Specialist and will perform technical duties by maintaining the HCV program's files and records.:

1. Scanning and acquiring old applications
2. Contacting clients for additional paperwork
3. Assistance Connect Adoption (all clients that do not have an assistance connect account)
4. Mail out for letters regarding Assistance Connect Account with Pin
5. Phone calls/emails assisting client to set up accounts
6. Perform related duties

## **Qualifications and Knowledge:**

1. Graduation from High School or GED; minimum of two years of experience providing administrative or clerical support or related experience; adequate experience to understand the procedures and expectations of an office environment.
2. Working knowledge of HCV Program rules, regulations and procedures.
3. Knowledge of basic technology, computer functions, office equipment, and Microsoft Office programs.
4. Bondability.
5. Valid Alabama driver's license or must acquire one within 30 days of employment.
6. Eligibility to be covered under the Authority's fleet auto insurance.

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### **Supervision Received and Given:**

The employee receives instructions primarily from the Assisted Housing Programs Administrator. Normally, the employee plans and carries out work activities with minimal supervision and resolves problems that arise with assistance. The employee receives specific instructions when problems are brought to the attention of the supervisor and/or when the supervisor is contacted by the employee for direction. The employee's work is reviewed for conformity to organizational policies, regulations and attainment of objectives.

The employee gives instructions to new maintenance employees which are usually specific, unless an unusual situation or problem has arisen.

### **Guidelines:**

Most work is performed according to existing procedures or written guidelines such as HUD regulations, handbooks, desk references or existing records. The employee will frequently be required to use independent judgment in making recommendations and decisions.

### **Complexity:**

The employee must be able to handle situations with skill and professionalism.

### **Scope and Effect:**

The employee's work is essential to the successful operation of the HCV program. The employee's efforts affect MHA's ability to earn administrative fees and to obtain additional vouchers and funding.

### **Personal Contacts:**

The employee has continual contact with other employees.

### **Physical Demands:**

The employee's work involves primarily sedentary office work in a typical office environment.

### **Work Environment:**

Work, involves the normal risks and discomforts associated with an office environment.

#### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**PLEASE VISIT [MHA On-line Job Application](#), TO APPLY ON-LINE.**

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