

# Career Opportunity



## Application Receptionist

### *Salary*

\$12.60/Hour

### *Department*

Rental Assistance

### *Reports to*

VP, Rental Assistance

### *Closes*

Until filled

### **Position summary**

Responsible for receptionist work at THA by assisting individuals who are or have applied for housing assistance or have other business to conduct with the Housing Authority.

Duties will be performed:

- Provides information and direction by greeting clients and visitors, answering questions, and supplying general information about the Authority by telephone or in person.
- Secures Authority premises by preventing trespassing into employees' offices by unauthorized persons.
- Informs visitors of housing services by offering brief explanations of eligibility requirements, waiting list, and applicant procedures prior to their applying for housing assistance.
- May assist applicants in completing housing assistance applications.

- Informs THA employees in a timely manner that appointments have arrived.
- Collate application packets and general information.
- Must time and date stamp all correspondence received at the front desk.
- Screen all Public Housing applicants for outstanding balances and Ban status in computer system.
- Notify THA staff of delivery of paperwork, mail, parcels, and faxes.
- Other duties as may be needed.

### **Minimum requirements**

- High School Diploma or GED
- Six months related experience and/or training; or equivalent combination of education and experience.
- Must be computer literate. Experience with Microsoft Office preferred.
- Possess valid Oklahoma driver's license

### **To apply**

Qualified candidates should submit a resume, cover letter and salary requirements to [hr@tulsahousing.org](mailto:hr@tulsahousing.org) or fax to **918-581-5721**. You may also apply online at [tulsahousing.org](http://tulsahousing.org)

*Applications and resumes may be mailed to:*

Tulsa Housing Authority  
Attn: Human Resources  
415 E. Independence  
Tulsa, OK 74106

### **About Tulsa Housing Authority**

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

### **Mission statement**

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

***THA is an equal opportunity employer.***

***We perform criminal background checks and drug testing.***