



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for

TEMPORARY GENERAL OFFICE CLERK I - CHAP

The Position

The CHAP Temporary General Office Clerk I performs routine clerical tasks, word processing, record keeping, filing and serves as receptionist as required.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

POSITION LOCATION

1525 E. 9th Street
Reno, NV 89512

SALARY PAY RANGE

Starting pay rate is \$ 15.89/per hour
Merit increases to \$ 22.36/per hour

CONDITIONS OF EMPLOYMENT

This is a temporary full-time, non-exempt position. The successful candidate will be required to submit to a controlled substance test and complete a criminal history check. Federal law requires evidence of identity and eligibility for employment in the United States.

SELECTION PROCESS

1. Applications will be evaluated to identify those who meet the minimum requirements.
2. Applicants whose education and experience most closely match the requirements of the position will be invited to participate in an oral interview.
3. The interview panel will conduct a comprehensive review of each candidate's technical knowledge and Suitability for the position. Subsequent interviews may also be required.
4. Finalists may be tested on software applications, office skills, and math proficiency.
5. Prior to employment thorough reference and criminal history background checks are conducted.

Residents of public housing in Washoe County, RHA Federal rental assistance recipients, or those whose household income is below 80 percent of the Area Median Income may qualify for Section 3 employment opportunities.

If a reasonable accommodation is required during the application or interview process, please contact Darren Squillante, Human Resources Director at HR@renoha.org

TO BE CONSIDERED

If interested in this position you are encouraged to obtain an application at www.renoha.org or by visiting our offices located at: Reno Housing Authority, 1525 East Ninth Street , Reno, NV 89512-3012

Please submit a complete application on or before the close date to HR@renoha.org

Equal Opportunity Employer

The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

While you may include a resume, the Reno Housing Authority does not accept resumes in lieu of a completed RHA employment application. Completed applications may be submitted to HR@renoha.org

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.