The General Office Clerk II provides varied complex and specialized clerical support to the assigned department. Provides administrative assistance to the department, acts as receptionist, and assists in the distribution of information to other department and agency staff.

Resident 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 Resource Director at HR@renoha.org or (775) 329-3630, extension 241. TTY: (385) 770–7166

TO BE CONSIDERED
If you are interested in a career with the RHA and this position you may 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: December 27, 2021
Qualified applicants are encouraged to apply as soon as possible.