



## Housing Authority of the City of Reno

### Announces an Open Competitive Recruitment for ***GENERAL OFFICE CLERK II***

#### THE POSITION

Under general supervision, 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.

#### **THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT**

#### WHAT WE DO

The RHA helps ensure nearly 9,000 people in the Truckee Meadows have a safe, secure place to call home. We are the largest provider of affordable housing in Washoe County, proudly assisting families and individuals in our community.

#### WHY APPLY?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer competitive salaries based on skills and experience, an exceptional benefits package, a robust defined benefit retirement plan, and ample opportunities for growth. Our benefits package includes:

- ◆ 100% employer paid health, dental, vision & life insurance
- ◆ Flexible Spending plan.
- ◆ Excellent vacation & sick leave accrual program
- ◆ Thirteen (13) paid Holidays
- ◆ 100% employer paid retirement contribution for the Public Employees Retirement System (PERS)
- ◆ Paid Parental Leave
- ◆ 457(b) retirement savings program
- ◆ Employer paid life insurance and AD&D
- ◆ Positive, friendly work environment focused on balancing work and home life

#### SALARY PAY RANGE

⇒ Starting pay \$18.93/per hour.

⇒ Merit increases to \$27.97/per hour

\* *This position received a COLA increase in July 2022, and is approved to receive another COLA increase in July 2023.*

#### CONDITIONS OF EMPLOYMENT

This is a full-time, non-exempt position. The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check.

#### TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to obtain an application at [www.renoha.org](http://www.renoha.org). If reasonable accommodation is required, please contact the RHA Human Resource Director at [HR@renoha.org](mailto:HR@renoha.org)

**Please submit a complete application on or before the close date to [HR@renoha.org](mailto:HR@renoha.org). While you may include a resume, the RHA cannot accept resumes in lieu of a completed application.**

#### 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.

#### **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.**