



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for ***GENERAL OFFICE CLERK I (Grant Funded)***

THE POSITION

Under general supervision, provides varied, complex, and specialized clerical support to the assigned department and program. This position will collect, review, scan, and organize documents for a project involving conversion of paper files to electronic files.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

WHAT WE DO

For over 75 years the Reno Housing Authority has provided affordable, quality housing in diverse neighborhoods throughout Reno, Sparks and Washoe County that offers a stable foundation for qualified families to pursue economic opportunities, become self-sufficient and improve their quality of life. RHA employees proudly assist nearly 9,000 individuals in the Truckee Meadows community have a safe, secure place to call home.

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 and ample opportunities for growth in a positive, friendly work environment focused on balancing work and home life.

SALARY/PAY RATE

⇒ Starting pay is \$18.03/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, grant funded position with anticipated funding through March, 31, 2023. If the grant is renewed then funding for this position may extend beyond this date. Grant funded positions are not benefit eligible and generally end when the funding is exhausted.

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. If reasonable accommodation is required, please contact the RHA Human Resource Director at HR@renoha.org

Please submit a complete application on or before the close date to 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