



*“Committed to Safe and Affordable Housing”*

**Job Title:** General Office Clerk (Temporary)  
**Classification:** Non-Exempt  
**Category:** Administrative Services  
**Salary Range:** \$17.00 - \$25.00 Hourly

**Definition**

Provide general office support to our Housing Department.

**Typical Work**

- Answer phones.
- Assist with preparing outgoing mail, photocopying, faxing, and filing.
- Process and distribute housing applications.
- Input data into the computer.
- Assist Housing staff with certifications and verifications
- Maintain filing systems and records.
- Mail notices and forms.
- Provide documentation requested for compliance audits.

Complies with the requirements of federal, state, and local laws, regulations, contracts, and grants applicable to YHA’s housing programs including, federal fair housing laws and landlord/tenant laws.

Protect the privacy of all client related information; keeps a strict confidentiality of YHA business both while at work and during off duty hours.

Perform other duties as required.

**Knowledge and Abilities**

Excellent communication skills; ability to prioritize multiple tasks; strong mathematical, writing and spelling skills; well-organized and detail oriented; proficient computer skills; knowledge of standard office equipment including Microsoft Office applications.

**Qualifications**

High school diploma or GED; property management experience preferable, bi-lingual preferable, but not required.