



## **EMPLOYMENT OPPORTUNITY**

### **ADMINISTRATIVE CLERK (PART-TIME)**

The Housing Authority of Fulton County is seeking experienced individuals to perform various administrative tasks associated with the Authority's Housing Choice Voucher Program (Section 8). Knowledge of general operation procedures of a Public Housing Agency (PHA) and Housing Choice Voucher Program (Section 8) program is a plus.

**Qualifications:** A High school graduate or GED equivalent with four (4) years secretarial or administrative assistant experience. The ideal candidate must have a professional demeanor and be an advanced user of the Microsoft Office suite. Must have the ability to work in collaboration with other departments, agencies, and consultant groups and communicate both orally and in writing. Must demonstrate overall competencies in general project-based work. **Salary ranges from \$10.00 to \$11.00 per hour.** The salary is negotiable based upon experience. **THIS IS A PART-TIME POSITION (30 HOURS PER WEEK).** All interested, qualified applicants should submit a resume, a **minimum of three professional references, salary history, and salary requirement** and such other information that will address the above expectations to: [jobs02@hafc.org](mailto:jobs02@hafc.org). *Please list job title in subject line.* Positions will remain open until filled. **ELECTRONIC SUBMISSIONS ONLY WILL BE CONSIDERED.** No phone calls please.

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*The Housing Authority of Fulton County is an equal opportunity employer and does not discriminate on the basis of race, color, gender, sexual orientation, political or religious affiliation, age, veteran status, or disability in its employment practices or in the provision of services.*

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