



ST. CLAIR COUNTY HOUSING AUTHORITY

1790 South 74th Street, Belleville, IL 62223

(618) 277-3290

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JOB ANNOUNCEMENT – April 25, 2023

The **St. Clair County Housing Authority (SCCHA)** is accepting applications for the following position:

POSITION: Leasing Clerk – Wait List & HCVP Leasing

SALARY: Up to \$17 per hour depending upon qualifications

This is a full-time position for work in the Belleville Office in the Wait List & Programs Department with the potential for assignments to other departments. Entry-level position for an individual who has capacity to successfully perform a variety of duties and tasks related to the administration and maintenance of multiple housing waiting lists, including but not limited to the Housing Choice Voucher Program (HCVP), Public Housing, Rural Development, Multi-Family Housing Programs and Project-Based Voucher properties. Employee must also accurately and properly perform HCVP screening, intake and lease-up activities, which include but are not limited to conducting client interviews, obtaining required verifications, assessing preliminary eligibility, issuing vouchers, issuing and receiving “Landlord Packets” and related functions / duties. The job involves a significant amount of public contact, making inter-personal skills very important to successful performance of assigned duties. There is a substantial amount of computer input / data entry (requiring a high degree of accuracy) and document copying, faxing, mailing, receiving and filing involved in this position.

Job requirements include: minimum of one year successful full-time work experience (additional work experience, especially in job-related field / setting as determined by SCCHA strongly preferred); high school diploma or G.E.D. required (applicants with some secondary education ----college course work and/or vocational training in related field as determined by SCCHA preferred); ability to obtain valid driver’s license during probationary period and to be covered under SCCHA’s auto insurance policy; capacity to use personal computer software applications, especially Microsoft WORD, and customized software application for subsidized housing program administration (applicants with prior work experience using computers strongly preferred); and ability to use general office equipment / machines (copiers, faxes, postage, calculator, etc.).

Skills considered essential to successful performance of the job include strong interpersonal skills, ability to prepare basic business-level written correspondence, aptitude for mathematical applications, computer literate, flexible and cooperative approach to workplace, ability to read and understand written program guidelines / regulations, and willingness to follow supervisory instructions / directions and accurately and productively work with minimal daily supervision.

Candidates for this position must have a combination of education, work experience, and job skills that are determined by SCCHA to result in a high likelihood of successful performance of the job duties. Upon hire, employee must pass Nan McKay and Associates’ HCVP and/or Public Housing Eligibility Certification Exam.

Applicants must meet experience and various other required qualifications to be considered, except those noted as being able to be obtained / completed during initial six-month evaluation period.

Interested applicants **must** complete an SCCHA Application for Employment form and may submit a resume and related materials. Applications and Job Description, including specific requirements and qualifications, for this position are available upon request by contacting:

Iesha Underwood, Administrative Director
St. Clair County Housing Authority
1790 South 74th Street
Belleville, Illinois 62223
Phone: (618) – 277-3290, extension 6980

The SCCHA reserves the right to verify application information, conduct selective interviews and make the final decision regarding applicant appointment to this position.

DEADLINE: Posted until filled

Approved for
Posting by:


Larry McLean, Executive Director

THIS IS AN EQUAL EMPLOYMENT OPPORTUNITY – M/F/D/V