



ST. CLAIR COUNTY HOUSING AUTHORITY
1790 South 74th Street, Belleville, IL 62223

(618) 277-3290

Fax: (618) 277-1806

TDD: (800) 545-1833 Ext: 933

JOB ANNOUNCEMENT – May 22, 2023

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

POSITION: Housing Inspector(s) – Section 8 Housing Choice Voucher Program

SALARY: \$18.50 per hour (+/- depending on qualifications)

This is a full-time position for work in the SCCHA Central Office in the Housing Choice Voucher Program (HCVP), with daily assignments throughout St. Clair County. Position for an individual who has capacity to successfully perform housing inspections and make well-substantiated housing quality and compliance determinations, including rent reasonableness determinations, consistent with federal statutes, HUD regulations (and other guidance material) and SCCHA policies and procedures. All assigned duties and tasks must be completed timely, with a high degree of accuracy and efficiency.

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 ----in residential construction methods, home inspections, and/or training in specific trades such as electrical, plumbing, HV/AC, roofing and carpentry preferred); must have valid driver's license upon hire and be able 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 assisted housing inspection software applications strongly preferred); and ability to use a wide variety of office equipment / machines (desk top computers, tablets and other hand-held devices, scanners, printers, copiers, faxes, etc.).

Skills considered essential to successful performance of the job include strong interpersonal skills, ability to prepare basic business-level written correspondence, computer literate (including desktop and tablet operations), 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. Individual who makes a positive contribution to the workplace through their personality, work ethic, flexibility, and cooperation desired.

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 Lead Based Paint Visual Assessment Training and Nan McKay and Associates HCVP Housing Quality Standards (HQS) [or other similar industry certification] by conclusion of evaluation period.

Applicants must have 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. A three-month evaluation period is available to applicants currently working a directly related position in the federally assisted housing field. Applications and Job Description, including specific requirements and qualifications, for this position are available upon request by contacting:

Shanae Golliday-Anderson, Administrative Director
St. Clair County Housing Authority
1790 South 74th Street
Belleville, Illinois 62223

Phone: (618) – 277-3290, extension 6980

Interested applicants **must** complete an SCCHA Application for Employment form and may submit a resume and related materials.

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

DEADLINE: 4:00 P.M., Friday, June 2, 2023 (or until position is filled)

Approved for
Posting by:

Larry McLean, Executive Director

THIS IS AN EQUAL EMPLOYMENT OPPORTUNITY