

FILE MAINTENANCE SPECIALIST

Our File Maintenance Specialists find information of low-income applicants on the Public Housing and Section 8 affordable housing programs by processing and maintaining prospective resident applications in an efficient and orderly manner. File Maintenance Specialist must be able to input data in computer system and organize client files while familiarizing themselves with screening regulations, federal preferences and the standard housing occupancy requirements.

To perform this job successfully, an individual must demonstrate the following competencies:

- Ability to maintain file room, update applicant files and information changes, and verifies accuracy of material to be filed
- Must communicate effectively; provide information as requested regarding HAKC operations and waiting list inquiries
- Consistent and accurate data entry skills; track and report characteristics of waiting lists (i.e., applications per week, applications for outreach efforts, etc.)

Individuals must have the following qualifications:

- High school diploma/GED required
 - 2 years' work experience of operating electronic information processing equipment
 - Good and accurate computer typing skills; ability to type at least 50 WPM preferred
- Housing Authority of Kansas City, MO is an Equal Opportunity Employer and is a drug and alcohol free work environment.

Pay: \$12.00 per hour

POSITION IS OPEN UNTIL FILLED

Job Type: Full-time