

Housing Clerk (Full Time)

The Milford Housing Authority is seeking a full-time entry level housing clerk to assist with a variety of tasks including, but not limited to, processing applications, maintaining waitlists, leasing apartments, calculating rent determinations, and general reception duties including answering phones, entering work orders, and assisting the general public.

Successful candidate must have excellent verbal and written communication skills, be proficient with Excel and Word, be bondable and have a valid drivers license. Working knowledge of DHCD and HUD regulations, CHAMP or PHA-Web software or bilingual a plus.

The Authority maintains 288 State-Aided Public Housing Units and 65 Federal Elderly Housing Units, as well as the MRVP and Section 8 voucher programs. Milford Housing Authority is an Equal Opportunity Employer.

Salary: \$40,500 - \$41,200

Work week is 37.5 hours a week. Excellent fringe benefit package. Milford Housing is an EOE.

Resumes may be emailed to Jaelyn M. Martin, Esq. Executive Director at JMartin@MilfordHousing.org with subject: Housing Clerk. First consideration will be given to resumes received by March 5, 2021. Position to remain open until filled.