

**Parkside Administrative Office of  
The Housing Authority of Henry County  
Secretary/Receptionist  
20 hours/week**

Seeking applicants with administrative training or experience. Must have outstanding customer service skills and desire to learn. \$14.00 per hour to start. Applications located at the HAHC office: 125 N. Chestnut St., Kewanee or [www.henrycountyhousing.us](http://www.henrycountyhousing.us). Deadline is 4:00pm, May 7, 2021. For further details, contact Angela Hathaway at (309) 852-2801.

*The HAHC is a Drug Free Workplace and an equal opportunity employer.*

## Housing Authority of Henry County

### Job Description

**Job Title:** Secretary/

Receptionist

**FLSA**

**Status:**

Non-Exempt

**Department:** Administration

**Reports To:**

Chief Executive Officer

**Prepared By:** Angela

Hathaway

**Prepared**

**Date:**

April 16, 2021

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#### SUMMARY

Under the direction of the Chief Executive Officer, the Receptionist performs a wide variety of clerical tasks related to office operations, in accordance with company policies and procedures.

#### Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

1. Use Microsoft Office products to prepare a variety of reports, correspondence and miscellaneous tasks from rough drafts or reports, ensuring on time and accurate documents.
2. Answer incoming telephone calls, directing to the correct person, addressing and resolving caller needs, or taking detailed messages. Greet and direct visitors as needed.
3. Maintains all application packets for program applicants.
4. Processes tenant rent payments.
5. Receives packages and coordinates delivery.
6. Prepares work orders for tenants and staff. Sends work orders to Maintenance. Assists in processing of work order reports and closing.
7. Coordinates ordering of office supplies and assignment of purchase orders.
8. Transcribes board minutes. Assembles, copies, distributes, and mails board packet.
9. Opens and distributes mail.
10. At all times, must maintain a respectful and helpful attitude toward all tenants, applicants, staff, and the general public.
11. At all times, must preserve and safeguard confidential information.
12. Performs other clerical duties as necessary. These may include making copies, filing, assisting with the postage meter, shredding files, sending faxes and other duties as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/Or Experience**

Requires four years of high school (or equivalent) and six to twelve months' related clerical experience; or a combination of education and experience. Proficient in using software Microsoft Office products to perform tasks.

### **Language Skills**

Ability to read and comprehend instructions, short correspondence, and memos. Ability to prepare correspondence, reports, memos, etc. Ability to effectively communicate with customers, vendors, and other employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed written or verbal instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Employee/Applicant

Acknowledgment

Date

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.





# Housing Authority of Henry County

125 N. Chestnut Street, Kewanee, IL 61443

Ph.: (309) 852-2801 Fax: (309) 852-0889

## APPLICATION FOR EMPLOYMENT

**We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.**

Name:		Date of Application:	
Street Address:		City:	State:      Zip:
Home Phone:		Alternate Phone Number:	
Social Security Number:		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position(s) Applied For:		Date available for work:	
Do you want to work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			
How did you learn about us: <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative <input type="checkbox"/> Inquiry			
<input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Other _____			
Have you ever worked for HAHC previously <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, give dates of employment:			
Do you currently have any relatives employed by HAHC or are a member of the Board of Commissioners? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name(s):			

## EDUCATION

	Name & Address of School	Course of Study	Years Completed	Diploma/Degree Received
High School				
College				
Technical				
Other				

# EMPLOYMENT EXPERIENCE

List your work history for a minimum of FIVE years. Start with the present and work backwards. Include: 1) all full-time jobs, 2) all part-time jobs, 3) all periods of self-employment, and 4) all periods between jobs. When between jobs, enter UNEMPLOYED in the space for "Employer", show the dates, and explain period between jobs.

Are you currently employed?  Yes  No. If yes, may we contact this employer?  Yes  No

Employer:	Dates Employed: From:	To:
Address:		
Telephone Number:	Duties and Responsibilities:	
Supervisor:		
Your Job Title:		
Reason for Leaving:		

Employer:	Dates Employed: From:	To:
Address:		
Telephone Number:	Duties and Responsibilities:	
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Employer:	Dates Employed: From:	To:
Address:		
Telephone Number:	Duties and Responsibilities:	
Supervisor:		
Your Job Title:		
Reason for Leaving:		

If you need additional space, please continue on a separate sheet of paper.

## SPECIALIZED SKILLS

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Summarize special job-related skills or qualifications acquired from employment or volunteer experiences.

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List professional, business, or civic activities and offices held. *You may exclude membership which would reveal gender, religion, national origin, age, ancestry, disability or other protected status.*

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Describe any military training, apprenticeship or vocational skills training you have received.

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State any additional information you feel may be helpful to us in considering your application.

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## REFERENCES

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Name:	Street Address:
City:	State/Zip:
Relationship:	Years known:

Name:	Street Address:
City:	State/Zip:
Relationship:	Years known:

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## **Please read carefully before signing this form**

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1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the Henry County Housing Authority to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a pre-employment drug screen may be required. (Note: If this is a job requirement, you will be notified).
4. Regardless of whether or not I become employed by the housing authority, I recognize that this application will remain active for only ninety (90) days and should not be considered a contract of employment. I understand that employment at the housing authority is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the housing authority's, unless specifically provided otherwise in a written employment contract. I further understand that no housing authority employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the housing authority and then only by means of a signed, written document.

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Signature of Applicant

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Date



**PLEASE RETURN THE FOLLOWING ITEMS:**

1. **JOB APPLICATION** (Complete in its entirety)
2. **A COVER LETTER**
3. **A RESUME**

**TO:**

**The Housing Authority of Henry County  
125 North Chestnut Street  
Kewanee, IL 61443**

**By mail or in the entryway dropbox**

**Or**

**You may scan and email packet to Angela Hathaway:  
[ahathaway@henrycountyhousing.us](mailto:ahathaway@henrycountyhousing.us)**

FOR MORE INFORMATION REGARDING APPLICATION PROCEDURES

PLEASE CALL

**(309) 852-2801**