

# Housing Authority of the City of Hampton

20 College Street P.O. Box 568 Hampton, GA 30228

Phone: 770.946.4039 Fax: 770-897-0796

[Hamptonhousingauth@att.net](mailto:Hamptonhousingauth@att.net)

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February 24, 2025

## JOB POSTING:

Job Title: Office Assistant

The Board of Commissioners for the Hampton Housing Authority is seeking an Assistant Executive Director to provide professional leadership for this public housing agency. Experience in the planning, development, and management of Public Housing, Tax Credits, Grants, and housing related programs. The Board of Commissioners will select an individual with honesty and integrity that possesses strong skill sets in: leadership, communications, fiscal management, supervision, planning, and human resources. The Agency will offer a competitive compensation package. Please submit a detailed resume with three (3) references.

## OFFICE ASSISTANT JOB DESCRIPTION

Under general supervision of the Executive Director, the incumbent performs responsible and complex independent clerical work with some supervisory responsibilities. The incumbent is responsible for supervising and participating in the collection, accounting for, and deposit of payments from tenants; the preparation and typing of correspondence, reports and records; and the reconciliation of records with control accounts. The employee is expected to perform routine tasks without advice or assistance.

## DUTIES AND RESPONSIBILITIES

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

- Performs the duties of the Executive Director as required. Serves in the capacity of a Executive Director in his/her absence.
- Performs clerical duties including, but not limited to: typing correspondence, maintaining files, copying, etc.

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- Answers resident questions and concerns both in person and over the telephone. Informs Executive Director of complex issues.
- Accepts applications and screens applicants. Conducts verifications and processes applicants according to procedure.
- Conducts move-in inspections and orientations.
- Reviews unpaid accounts as needed. Takes appropriate action to collect delinquent payments.
- Processes transfers according to Authority policy.
- Maintains tenant files according to Authority policy.
- Monitors utilities for shut offs, makes appropriate documentation, and notifies Executive Director.
- Counsels residents and makes referrals as needed.
- Processes move-ins including, but not limited to: generating new tenant files, signing lease, orientations, calculating rent, etc.
- Processes evictions as necessary according to procedure.
- Processes move-outs including, but not limited to: exit interviews, move-out inspections, paperwork, etc.
- Conducts interviews when rent change is necessary and processes according to procedure.
- Assists in preparation of required reports.
- Maintains daily vacancy log.
- Performs routine housekeeping inspections. Accompanies maintenance department on inspections.
- Assists with pest control services including notifying residents and escorting technician.
- Assists with office management work including maintaining equipment, ordering supplies, etc.
- Collects rent, makes proper documentation, and deposits in bank.
- Receives work orders as necessary.
- Assists with inspections of units and grounds as necessary.
- Monitors for lease violations, notifies residents, and follows-up as necessary.
- Assists with delivering notices as necessary.
- Changes out door locks and makes duplicate keys.
- Represents the Housing Authority in grievance hearings and court as necessary.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

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- Thorough knowledge of federal, state, and local housing practices and programs
- Ability to utilize and coordinate housing activities to provide adequate housing alternatives identified by City housing surveys and established goals.
- Administrative skills and abilities.
- Ability to recognize housing and administrative needs and administer the function of housing programs.
- Ability to plan, direct, and evaluate the work of others.
- Ability to pass the Public Housing Management Test within one year.
- Experience in SACS software preferred.
- Great Communication Skills, professional, judgment, Tact and courtesy.
- Have good physical health.
- Use of personal vehicle (Mileage reimbursed) may be required.
- Certification as a Public Housing Manager by HUD within 12 months of employment.

## QUALIFICATIONS

- Worker must sign a confidentiality waiver
- Must successfully complete a background investigation
- Must be U.S. Citizen or U.S. National

PLEASE EMAIL RESUME TO:

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Job Type: Part-time

Salary: \$20,000.00 - \$30,00.00 per year

Schedule: On call

Work Location: In person