

Vacancy Announcement



Assistant Property Manager Jefferson County Housing Authority 3700 Industrial Parkway Birmingham, AL 335217 \$35,900 - \$53,851

Summary of Job Duties

Provide assistance and clerical support to property manager in the day-to day operation of assigned property. Receive requests for repairs, generate and close work orders. Assist and encourage residents to become self-sufficient by referring to programs directed toward self-sufficiency. Make interim adjustments based on information from residents. Assist in conducting annual re-examinations to verify continued program eligibility, with evictions, and with various types of inspections.

Minimum Qualifications

Bachelor's Degree in business or social services field plus ability to use computer to enter data and generate records, or an equivalent combination of education and experience. Prefer experience handling and accounting for money and involving public contact, and prefer certification as Notary Public, and skill in using Microsoft Office Suite preferred.

Other: Valid Driving License

Ability to be insured under the Authority's vehicle policy

Certification as Notary Public (Must be obtained within 3 months of employment)

How to Apply

Interested individuals should submit cover letter and resume to occuspec@jcha.com, or HR Director, 3700 Industrial Parkway, Birmingham, AL 35217.

Announced: November 30, 2017

Closing: Open till filled. Application review will begin December 12, 2017