



**HOUSING AUTHORITY OF THE COUNTY OF SAN JOAQUIN
OPEN EMPLOYMENT OPPORTUNITY**



February 21, 2012

Position	HCVP Confidential File Clerk				
Assignment	Housing Choice Voucher Program (HCVP)				
Work Hours	Shall fall within the hours between 7:00 A.M. & 7:00 P.M.				
Salary Range (Monthly)	Step A \$1,993	Step B \$2,093	Step C \$2,198	Step D \$2,308	Step E \$2,423
Supervisor	Executive Assistant/ Clerk of the Board				
Final Filing Date	March 7, 2012 4:00 P.M.				

Application Requirements

An official Housing Authority application form must be submitted to Human Resources Department by the final filing date. Incomplete applications cannot be revised after the final filing date. Resumes may be submitted as additional information only.

Selection Procedure

1. Applicants' qualifications will be evaluated and applicants who clearly appear to be qualified in terms of job prerequisites are eligible to be invited to an interview. Examples of acceptable combinations of education, training and experience include:
 - 8 years experience may be substituted for a BA degree.
 - 4 years experience may be substituted for an AA degree.
 - The length of a training and/or certificate program may be substituted on a 2:1 exchange of months attended for experience (2 months attendance equals 1 month of experience.)
2. Quality ranking factors will be knowledge and ability, education, training and/or experience, and required skills necessary for successful job performance. Candidates will be rated on these and other factors and must receive a majority of acceptable ratings and an average rating of 70 or better to qualify for ranking.
3. The final selection of candidates to fill these vacancies shall be made by the Executive Director from among those recommended, in accordance with the evaluation of the candidates relative to the needs of the Authority. An eligible/promotional list (if applicable to the posted position) will be established. However, when there are less than three (3) names on the list, or the list has been in place for over one (1) year, or when it is necessary to modify the position description, the Executive Director may require a new list. **All positions generally start at the Step A rate.**

Position Description Attached



Housing Authority of the County of San Joaquin Position Description



Position Title: HCVP Confidential File Clerk **Pay Classification:** Non Exempt
Supervisor: Executive Assistant/ Clerk of the Board **Effective Date:** 2/16/12

Position Summary

The Confidential File Clerk is responsible for ensuring that Housing Authority electronic and paper files (files) are maintained, stored, secured and recommended for destruction in accordance with HUD, EIV and Housing Authority policies and regulations. The incumbent will locate, distribute and record Housing Authority electronic and paper files, records and materials requested by authorized users.

Essential Job Functions *(If necessary, individuals with disabilities are encouraged to request reasonable accommodations to assist them in performing the essential functions of this position.)*

1. Add new material to file records, and create new records as necessary.
2. Answer questions about records and files.
3. Assign and record or stamp identification numbers or codes in order to index materials for filing.
4. Recommend the elimination of outdated or unnecessary materials or transfer them to inactive storage according to file maintenance guidelines and/or legal requirements.
5. Enter document identification codes into systems in order to determine locations of documents to be retrieved.
6. Find and retrieve files or information from files in response to requests from authorized users.
7. Keep records of materials filed or removed, using logbooks or computers.
8. Recommend improvements to modify and improve filing systems, or implementation of new filing systems.
9. Perform periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition.
10. Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.
11. Scan or read incoming materials in order to determine how and where they should be classified or filed.
12. Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
13. Track materials removed from files in order to ensure that borrowed files are returned.
14. Convert documents to electronic format for storage and retrieval.
15. Design and recommend forms related to filing systems.
16. Gather materials to be filed from departments and employees.
17. Perform general office duties such as typing, operating office machines, and sorting mail.
18. Performs other duties as assigned.

Required Knowledge and Abilities

1. Must be highly organized and able to multi-task.
2. Must have excellent verbal and written communication skills.
3. Must be very detailed with excellent proofreading and filing skills.
4. Must have experience with Adobe software.
5. Must have experience working in a network environment.
6. Must be proficient in MS Word and Excel.
7. Ability to understand, and interpret policies, regulations, and procedures as set forth by the Authority's Agency Plan and HUD.
8. Ability to plan, organize, and develop a wide variety of operational and management programs and procedures. Ability to establish, monitor, and achieve departmental objectives.
9. Ability to orient other workers and explain organizational policies, rules, regulations, and procedures.
10. Knowledge of computer software applications, including Microsoft Office and Internet applications.
11. Ability to prepare and present ideas in a clear and concise manner, both orally and in writing.

Minimum Education, Training and/or Experience

1. Graduation from a high school, vocational school, or equivalent.
2. An equivalent combination of education, training, and experience, which provides the required knowledge and abilities, may be substituted on a two for one basis.

Additional Requirements

1. Must be able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephones, etc.
2. Must be able to lift, move or carry objects such as files, computer printouts, reports, calculators, office supplies, etc. up to 40 lbs.
3. Must be able to climb stairs and ladders.
4. Must possess and maintain an applicable California Driver's License and a driving record acceptable to the Authority's insurance carrier. (Exceptions will be considered on a case by case basis)



The Housing Authority of the County of San Joaquin values diversity in its work force and is committed to equal employment opportunity and affirmative action. Minorities, females, and persons with disabilities are encouraged to apply

To request accommodation as provided by the Americans with Disabilities Act (ADA), please contact the Human Resource Office at (209) 460-5063, California Relay Service Dial 711