

SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street

Springfield, IL 62703

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

Position Vacancy

RECEPTIONIST

Full-Time Position/Salary Range: \$28,392.00 - \$42,588.00

POSITION SUMMARY:

The incumbent ensures the public housing visitors have a positive first impression and ongoing pleasant relationship with the SHA. The incumbent provides courteous, pleasant, professional, and prompt service to individuals calling or walking into the main office; refers individuals to the appropriate employee in a timely manner; and ensures the public housing lobby area is safe and secure, using applicable procedural safety measures as required.

EDUCATION AND EXPERIENCE:

- High School graduate; over six (6) months experience in a clerical position requiring public contact, preferably public housing operations duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general public housing application programs, policies, and procedures.
- Knowledge of occupational hazards and applicable precautionary measures.
- Skill in the use of office equipment, computers, and software;
- Skill in typing 40 WPM with accuracy
- Skill in maintaining routine visitor records and generating reports.
- Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner.
- Ability to communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, and co-workers) in a courteous, confidential, effective, positive, professional, and ethical manner.
- Ability to maintain a valid Illinois driver's license and be an insurable SHA driver.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. Eleventh Street
Springfield, IL 62703

Employment Applications are Available on the SHA Website:
www.springfieldhousingauthority.org and by clicking on the link below
<https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=654534465>

Posting Dates: 10/01/2025-10/30/2025

This position will remain open until filled

County Residency Required Within One Year of Employment
The Springfield Housing Authority is an Equal Opportunity Employer