



# The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

[Link to Topeka Housing Authority Employment Application](#)

## **THA Employment Opportunities Open to the Public:**

(Click the below box to take you to the job description)



# The Topeka Housing Authority Open Positions

Link to [Topeka Housing Authority Employment Application](#)

<b>Job Title:</b>	<b>RECEPTIONIST</b>	<b>Hourly Rate:</b>	<b>\$11.77</b>
<b>Start Date:</b>	October 2016 Hours: 40 hours a week Monday through Friday FULL TIME TEMPORARY	<b>Reports To:</b>	<b>VP of Operations</b>
<b>Department:</b>	<b>Administrative</b>	<b>HR Contact:</b>	<b>Aubrey Coufal</b>
<b>Applications:</b>	<b>Email:</b> <a href="mailto:acoufal@tha.gov">acoufal@tha.gov</a> <b>Fax:</b> 785-357-2648 <b>Mail:</b> 2010 SE California Ave. Topeka, KS 66607	<b>Submit an Electronic Application:</b>	<a href="#">Topeka Housing Authority Employment Application</a>
<b>Job Description:</b>			
<b>I. JOB SUMMARY</b> Support Administrative Staff and Program Participants			
<b>II. DUTIES AND RESPONSIBILITIES:</b>			
<p>A. Greet and screen walk-ins and callers Greet and respond to inquiries from persons calling and visiting the office. Provide information and materials and refer persons to sources of assistance inside and outside THA.</p> <p>B. Office operations Make copies, file documents, assemble materials, provide support to staff, schedule activities for self and other staff.</p> <p>C. Support Managers Provide support and assistance to THA managers on request.</p> <p>D. Interpreter Services (Preferred) Provide Spanish language interpreter services for program applicants, participants, and staff in a variety of one-on-one and group settings.</p> <p>E. Other duties as assigned As assigned, perform other duties that require a level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above.</p>			
<b>III. EDUCATION, SPECIAL LICENSES/CERTIFICATES</b>			
<p>A. Valid Kansas Class C Drivers license</p> <p>B. Specialized certification as assigned</p> <p>C. High school diploma or equivalent required</p> <p>D. Acceptable driving record for insurance purposes</p>			
<b>IV. EXPERIENCE</b>			
<p>A. Two years of office/clerical experience required</p> <p>B. Or, an equivalent combination of training and experience</p> <p>C. Some experience with affordable housing programs preferred</p>			
<b>V. SKILLS/KNOWLEDGE</b>			
<p>A. Standard office computer hardware and software including Word and Outlook</p> <p>B. Standard office telephone etiquette and procedures</p> <p>C. Standard customer service etiquette and procedures</p> <p>D. Operation of standard office equipment (fax, copier, multiple line telephone)</p> <p>E. Interact with and provide assistance to a diverse range of program applicants and participants directly and by telephone</p> <p>F. Interpretive Services</p>			

## Receptionist Job Description Continued:

### **VI. PHYSICAL REQUIREMENTS**

- A. Handle and maintain files and records
- B. Ability to work at a computer
- C. Ability to bend, stretch, get in and out of a vehicle