

East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 9/8/2021 DEPARTMENT: Housing

POSITION TITLE: Housing Specialist I PROGRAM: Housing

POSITION SUMMARY:

The responsibility of the Housing Specialist I is the daily flow of paperwork, computer work, and contact with clients and owners for the operation of the Section 8 Housing Choice Voucher Program.

ADVERTISE TO: Public Agency Both STATUS: Exempt Non-Exempt
 Banked

LOCATION: _____

GRADE LEVEL / STEP: V AMOUNT: \$14.09

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday-Thursday 7:30-5:00

QUALIFICATIONS:

High school diploma or equivalent, knowledge of computers and possess good keyboarding skills. Must possess excellent communication and public relations skills. Must have the ability to work well with the public.

TARGET DATE FOR EMPLOYMENT: 9/27/2021



APPLICATION PERIOD DEADLINE: 9/22/2021

BENEFITS:

All Agency benefits after successfully completing 90 day trial period.

SUPERVISOR'S NAME: Anita Lewis

PERSON MAKING REQUEST: Rick Hull

<u></u>	<u>09/08/2021</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program Director's Signature	Date	Approved	Disapproved
<u></u>	<u>9/9/2021</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Executive Director's Signature	Date	Approved	Disapproved

APPLY TO:

East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.