

Department Assistant II (Tax Credit Unit)

Performs administrative and clerical functions requiring a high degree of skill, initiative and reliability. Must have the ability to rapidly acquire knowledge of the department. Provides clerical services for the Asset Management professional staff.

Education and Experience Requirements:

Requires high school diploma or GED equivalent, administrative training and experience in position(s) requiring significant organizational and administrative skills, or at least one year's experience with the Authority in a department assistant position with a review of above average or higher and the recommendation of the department director. Proficiency in word processing required and typing speed of 50 wpm.

Excellent benefits package, including 401 (k); immediate vesting.

To Apply:

Submit resume to:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=188773&lang=en_US&source=CC2

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