

BROCKTON HOUSING AUTHORITY
CLERK TYPIST

The Brockton Housing Authority is presently has an open position of Clerk Typist. A cover letter and resume are required and should be mailed or delivered to the Director of Human Resources, Brockton Housing Authority, 45 Goddard Road, P.O. Box 7070, Brockton, MA 02303. A full job description can be found at www.brocktonhousingauthority.com. This position will remain open until filled.

Nature of Work: This is a responsible clerical position involving general clerical duties including but not limited to data-entry, filing, word processing, typing, posting, mathematical calculations, and the preparation of reports including processing of accounts payable

Qualifications: Minimum of one year work experience performing general office duties and clerical work required; High School Diploma/GED required; Demonstrated strong customer service skills; Demonstrated knowledge of personal computer and Microsoft applications including word processing, database, spreadsheet applications, email, Internet, etc.; Demonstrated knowledge of basic bookkeeping and arithmetic and ability to make computations with speed and accuracy; Demonstrated ability to follow oral and written instructions and to carry out directions through entire clerical processes.

Starting Salary: \$ 44,376 with excellent benefits including, health insurance, dental insurance, vision insurance, government pension, vacation & sick time, and educational reimbursement

The Brockton Housing Authority is an Equal Opportunity Employer