



JOB POSTING

The Mesilla Valley Public Housing Authority is accepting applications for:

HCV Administrative Assistant / Clerk: Temporary/Part-Time Position

Duties include: Provides clerical support including filing, preparation of correspondence, data entry, and completion of forms. Answer HCV phone calls and provides information to callers, prepares correspondence, and enters notes into the system. Assists Admissions Coordinator during HCV Wait List Opening, briefings scheduled, and background processing if required. This is considered a non-exempt position as defined by the Fair Labor Standards Act (FLSA). This is a part-time/temporary position.

Requirements include High school diploma/GED required. Associate Degree or 60 hours of undergraduate coursework and two (2) years related experience required, or any equivalent combination of education and experience, which provides the knowledge, skills, and abilities necessary for the job. Computer literacy, including knowledge and use of personal computers and application software required. Proficient computer skills in Microsoft Word and Excel required. Bilingual (English/Spanish required). Must have and maintain a valid Driver's License. Salary is based on experience.

Job descriptions and application packets will be available at 926 S. San Pedro Street, Las Cruces, NM 88001 or by email at: MVPHAPERSONNEL@gmail.com (A complete application requires a completed MVPHA Application for Employment, signed letter of interest and current resume.) Position will remain open until filled.

Equal Opportunity Employer.

July 31, 2019

