



HOUSING AUTHORITY OF THE CITY OF TULSA

CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED BY: Until Filled

Human Resources Clerk

\$11.54/Hour

DEPARTMENT: Human Resources

REPORTS TO: Vice President – Human Resources

POSITION SUMMARY:

Classifies, stores, retrieves and updates generated information by performing the following duties. Read incoming and outgoing material, verifies accuracy and distributes. Complete verifications of employment. Complete reference checks and send for criminal backgrounds and motor vehicle records on applicants. Schedule interviews, put together interview packets and coordinate with hiring managers. Provide support to HR Analysts with new hires, offer letters, processing Flex, etc., as necessary. Provide general customer service to employees who may need assistance or information. Assist with interviewing candidates for Utility Worker position and maintain a pool of individuals ready to fill this position as vacancies occur. Maintain (file) personnel, confidential, benefit, termination and Flex files. Audit files for accuracy. Input information into database. Type, mail, and distribute correspondence as directed. Retrieve materials upon request. Search for and investigate information contained in files, insert additional data on file records, complete reports, and keep files current. Order supplies. Dispose of obsolete files in accordance with established retirement schedule or legal requirements. Type labels or reports. Implement changes to the filing system when directed to do so.

MINIMUM REQUIREMENTS:

High school diploma or general education degree (GED); with one to three months related experience and/or training; or equivalent combination of education and experience. Must have a current valid Oklahoma driver's license.

ORGANIZATION:

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

MISSION STATEMENT:

The mission of the THA is to be a leading public housing agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and board..

An Equal Opportunity Employer

*Must have a current valid Oklahoma driver's license
We perform criminal background checks and drug testings.*

TO APPLY:

Apply online at www.tulsahousing.org
Or submit a resume to hr@tulsahousing.org

Closing Date: Until filled