

Quechan Housing Authority

1860 W. Sapphire Lane
Winterhaven, California 92283

(760) 572-0243
Fax (760) 572-0245

VACANCY ANNOUNCEMENT

POSITION: RECEPTIONIST/SECRETARY
CLOSING DATE: OPEN UNTIL FILLED
WORK HOURS: FULL-TIME, 40 HOURS/WEEK
PAY: \$16.50/ HOURLY

The Quechan Housing Authority is currently accepting applications for the temporary, full-time position of **Receptionist**.

POSITION SUMMARY: Under the direct supervision of the Occupancy Specialist, this position provides general clerical support and performs receptionist and secretarial duties to the Quechan Housing Authority Administration office. Must be dependable, Mon to Fri, 8am to 5pm.

REQUIREMENTS: High School diploma, GED, college preferred or two (2) years of work experience may be substituted for one (1) year of college level course work or three (3) years in administration, which provides the required knowledge, skills and abilities.

NOTE: The selected applicant **must** pass a pre-employment alcohol/drug test and background check. All applicants **must** be insurable and have a valid driver's license with no violations. QHA adheres to a drug free workplace policy, the drug free schools and communities amendments of 1989 (P.L 101-226)

To be considered for position submit resume & application in person at:
Quechan Housing Authority
Or by email:
mmommer@quechanhousing.org

*Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation.
In other than the above, Quechan Housing Authority is an Equal Opportunity Employer.*