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**Part-time  
Office Assistant Position  
2022**

Juneau County Housing Authority has 15 low-moderate income apartment buildings consisting of 155 units in 11 communities.

Starting wage: Will be commensurate with experience

Work hours: Hours will vary but will be between 8:00 a.m. and 4:30 p.m., Monday-Friday

**Qualifications:**

1. Knowledge and experience with Microsoft Word, Excel and Publisher.
2. Possess a valid Wisconsin driver's license.
3. Personable and able to communicate well.

**Duties and Responsibilities Overview:**

1. Answer calls and assist visitors.
2. Compose and type letters and notices.
3. On occasion do move-in and move-out inspections, show apartments to prospective tenants and other related duties as needed.
4. Prepare new tenant files.
5. File, fax, email, and make copies.
6. Assist other office staff where needed.
7. Other duties and responsibilities as determined by the Executive Director.

**Application deadline:** May 5, 2022, 10:00 a.m.

*Apartments for the Elderly and/or Persons with Disability • Community Development Block Grant Administration*

Juneau County Housing Authority is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at &S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

