



OCCUPANCY SPECIALIST POSITION

The East Georgia Housing Authority Partners is seeking a qualified, experienced candidate for the position of Occupancy Specialist. The East Georgia Housing Authority Partners consists of the Authorities of the City of Thomson, Warrenton, Harlem and Crawfordville.

The Occupancy Specialist is responsible for performing complex clerical work at the Housing Authority office. Under supervision of the Property Manager, the Occupancy Specialist performs various duties pertaining to the tenant selection activities of the Authority's Public Housing program, including determination of eligibility and recommendation for approval for occupancy. The Occupancy Specialist must be able to perform routine paperwork and complete forms correctly and completely. All work is subject to an audit.

Education and Experience: Applicant must have a high school diploma or equivalent, with at least one year experience in an administrative support setting, preferable somehow related to dealing with the public; or any equivalent combination of training and experience.

Applicant must pass a criminal history background check and a drug screen prior to beginning employment. Applicant must also possess a valid Class I Motor Vehicle Operator's license. Benefits include a competitive salary, medical insurance, retirement program, holidays, vacation, and sick leave.

To apply, and for a full job description, please go to the East Georgia Housing Authority Partners website at www.egahousing.com, and complete an application for employment. Applicants will need to drop the completed application off at or mail to Thomson Housing Authority Office at 219 Pecan Avenue, Thomson, GA. 30824. Any questions, please contact Laura Williamson at 706-595-4878 Ext. 105 or laura.williamson@egahousing.org.

Position is open until filled.

EOE

Crawfordville Property
301 Thompson Street
Crawfordville, Georgia 30631

Harlem Property
140 E. Milledgeville Road
Harlem, Georgia 30814

Thomson Property
219 Pecan Avenue
Thomson, Georgia 30824

Warrenton Property
PO Box 2
Warrenton, Georgia 30828