

CHATTANOOGA HOUSING AUTHORITY

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JOB OPENING

POSITION TITLE: HCVP Part-Time Clerical Assistant

The Chattanooga Housing Authority (CHA) seeks a qualified candidate to fill its part-time Housing Choice Voucher Program (HCVP) Clerical Assistant position for the HCVP Department. Responsibilities include purging files, scanning, filing, and other office administrative duties. Experience in office support for a government agency preferred.

Starting rate of pay will be \$12/hour.

Interested candidates should submit a resume or completed CHA application: Chattanooga Housing Authority, 801 North Holtzclaw Avenue, Chattanooga, TN 37404, Attn: Human Resources or e-mail to hr@chahousing.org. Applications will be accepted until the position has been filled.

Equal Opportunity Employer