

CHATTANOOGA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

JAMES H. LEVINE, CHAIRPERSON
EDNA E. VARNER, VICE-CHAIRPERSON
CARL W. HENDERSON
ADAM KINSEY
NICOLE HEYMAN
EDDIE F. HOLMES
JEFFERY McCLENDON



ELIZABETH F. MCCRIGHT
EXECUTIVE DIRECTOR

801 N. HOLTZCLAW AVENUE
CHATTANOOGA, TN 37404-1236
TEL (423) 668-2374
FAX (423) 668-2374
TN Relay Svc 711
www.chahousing.org

MAILING ADDRESS
P.O. BOX 1486
CHATTANOOGA, TN 37401-1486

JOB OPENING

POSITION TITLE: 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.

Starting rate of pay will be \$15.00/hour.

Qualifications:

- A high school diploma/GED is preferred.
- Six months to one year of experience in administrative support work is desirable.
- Any equivalent combination of education, training, and experience, which, in the sole determination of the CHA, provides the required knowledge and abilities, may be considered sufficient.

Interested candidates should submit a resume and/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 are due by Tuesday, March 26, 2024.

Equal Opportunity Employer