



Administrative Office  
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shauthority.com  

# Vacancy Announcement

## April 21, 2022

The Sylvester Housing Development is now accepting applications beginning Wednesday, April 21, 2021, for (2) two Office Clerk. Applications may be picked up and returned to the Administrative Office located at 411 N. Jefferson Street Sylvester, Georgia, between 8:00 a.m. and 4:30 p.m. or you can visit our web site at [www.shauthority.com](http://www.shauthority.com) Open until filled.

### Office Clerk

This staff support position, under the direction of the Property Manager performs a variety of administrative and clerical duties for the agency. Some functions include but are not limited to those of receptionist, secretarial and clerical assignments, the preparation of various reports and other general administrative functions as required. This position is covered under Section 3 of the HUD act of 1968; HUD recipients and Section 3 residents are encouraged to apply. A Valid Georgia Driver's license, Drug Testing and Criminal Background check is required.

**Starting pay: DOE**

**The Sylvester Housing Authority is an Equal Opportunity Employer**