

The Pahokee Housing Authority has two (2) positions open.

Office Clerk: Part-Time position; No benefits. Will perform drug screening and background check. May be required to complete a written general skills test.

Minimum Qualifications: Must be 18 years old or older; high school diploma or compatible; Two (2) years' experience in the clerical field; Valid Florida Driver's License; proficient in English; ability to read, write, and follow instructions; ability to use office machines; able to provide excellent customer service to people of diverse backgrounds; good basic math skills.

General Duties: Answering telephone; provide excellent customer service; filing of confidential information; taking rent, issue receipts and make bank deposits; types and mails notices or other correspondence. (Note: This is not meant to list all duties performed by the Office Clerk. Employee will be given a detailed Position Description outlining required duties.)

Work Hours and Salary: Monday thru Friday, 12 noon to 5:00 pm, 5 hours per day at \$12.79 per hour.
How to Apply: In person, at Pahokee Housing Authority's Main Office, located at 465 Friend Terrace, Pahokee, Florida 33476. Or you may visit your local Career Source Office in Belle Glade, Florida.

Maintenance Mechanic: Full-Time; with benefits. Will perform drug screening and background check. May be required to complete a written general skills test.

Minimum Qualifications: Must be 18 years old or older; high school diploma or compatible; proficient in English; ability to read, write, and follow directions; ability to lift 50 lbs. or more; ability to climb ladder, bend, and squat; excellent interpersonal skills. Must have valid Florida Driver's License and good driving record; must be bondable. At least three (3) years' experience in plumbing, general electricity, carpentry. Ability to interpret written assignment and prepare work orders noting material used and close-out information.

General Duties: Completing work orders which may involve, plumbing, general electrical (plugs, light switches, etc.); basic carpentry repairs; underground and/or underneath units repairs; installation of doors, drywall, etc.; development clean up; effective communication with co-workers, supervisors, and residents. (Note: This is not meant to list all duties performed by a Maintenance Mechanic; Employee will be given a detailed Position Description outlining required duties).

Work Hours and Salary: \$15.00 per hour. Generally, Monday thru Friday, 8:00 a.m. to 5:00 p.m.; **Required** to handle after hour emergency calls.

How to apply: In person, at Pahokee Housing Authority's Central Office, located at 465 Friend Terrace, Pahokee, FL 33476.

Pahokee Housing Authority is an **Equal Opportunity Employer** and does not discriminate based on an individual's race, color, religion, sex, age, national origin, disability, veteran status, or any other protected class or status



