

HIDALGO COUNTY HOUSING AUTHORITY
SECTION 8 HCV PROGRAM
IMMEDIATE OPENING

JOB TITLE: CLERK

JOB DESCRIPTION: Handle basic office duties such as typing, data entry, answering phone calls, filing, and scheduling appointments.

JOB TYPE: Part-Time - 26 hours per week

STARTING PAY: \$9.00/hour

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- One year of clerical experience
- Computer Knowledge

APPLY AT:

Hidalgo County Housing Authority
1800 N. Texas Blvd, Weslaco, Texas

JOB LOCATION:

Section 8 HCV Program
1800 N. Texas Blvd
Weslaco, Texas

CONTACT:

Terry Villa, Section 8 HCV Program Director
(956) 968-8669

APPLICATION DEADLINE:

Until position is filled