



**CITY OF HAWTHORNE  
HOUSING DEPARTMENT  
HOUSING CLERK I - H.U.D  
Classification Specification  
(Non-Classified)**

**JOB SUMMARY**

Under general supervision, performs a variety of clerical work and performs other related duties as required.

**SUPERVISION RECEIVED**

The Housing Clerk I is an experience level classification in the clerical series found in the Department of Housing and Community Improvement and reports to a department head or designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to this classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Answers inquires about program standards and procedures;
- Prepare letters and circulars from written instructions, reports records, and arranges committee meetings;
- Perform data input and reporting into varies H.U.D. and the Housing office databases;
- Attend meetings and takes brief notes;
- Post and make entries in books of account or other related department records;
- Maintain department records and other related lists and files;
- Extend and computes figures for requisitions and other forms;
- Maintain department records and other related lists and files;
- serves as receptionist; order supplies; handles incoming/outgoing mail;
- Maintain cooperative working relationship with the general public, other agencies, and City staff; and
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience**

- Graduation from high school or GED; and
- one (1) - two (2) years of clerical experience; or

- any combination of education and experience that demonstrates the ability to perform the required duties for the position.

### Knowledge and Abilities

- Working knowledge of operation of modern office equipment, practices and procedures, including automated and manual filing methods;
- knowledge and proper usage of the English language and phraseology;
- working knowledge and ability to proficiently use various computer software programs, such as spreadsheets and word processing;
- knowledge of business letter writing and business forms;
- ability to perform a variety of clerical work;
- ability to make accurate comparisons and computations;
- ability to maintain accurate and detailed records, indexes and files;
- ability to communicate effectively and concisely both verbally and in writing;
- ability to understand and follow complex oral and written directions;
- ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff;
- ability to speak Spanish is highly desirable.

### License

Possession of valid California Driver's License at time of appointment..

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Non-Classified

Revised: February 2022