



Housing Authority of Trempealeau County

36358 Main St., P.O. Box 295, Whitehall, WI 54773
Telephone: 715-538-2274 Fax: 715-538-2392

"This institution is an equal opportunity provider and employer"



Handicap/disabled, regardless of age

Curtis Johnson, Chairman
Karen Witte, Vice-Chairman
Glen Bawek

Frances Manka, Executive Director
Scott Brown
Sherry Brasda

Program Assistant

Job Summary

This full-time (40 hours a week) position is part of a team which provides customer service to community members seeking government subsidized rental assistance in Trempealeau County.

Job Duties Include:

- Requesting Background checks and references
- Collecting, interpreting, and calculating necessary data for income, assets, deductions, household composition and housing expenses, and determining eligibility
- Delivering excellent customer service
- Calculating housing payments
- Processing annual verifications and interim changes

Qualifications

- Must be dependable, courteous, flexible, organized, willing to work with others, able to multi-task and detail-oriented
- High-level of confidentiality and office skills required
- Bilingual would be a great asset as would any website or HTML experience

Benefits include:

- Health insurance
- Paid vacation and sick time
- Retirement through WRS
- Career advancement and development opportunity

Applications may be requested by calling the Housing Authority of Trempealeau County at (715) 538-2274

Applications will be accepted until 4:30 pm May 31, 2021 and can be:

Emailed to: trempho@triwest.net

Mailed to: Housing Authority of Trempealeau County
Attn: Executive Director
PO Box 295
Whitehall, WI 54773

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, genetics, national origin, age, disability or veteran status.

"This job is covered under the requirement of Section 3 of the HUD Act of 1968"