



May 3, 2023

### **Part-Time Housing Program Assistant**

The Yankton Housing and Redevelopment Commission is currently accepting applications for the position of Part-Time Housing Program Assistant.

Under direction, the Housing Program Assistant carries out clerical, and administrative functions, and compliance in support of The Yankton Housing and Redevelopment Commission. This employee supports the goals and objectives of the agency and performs all duties and responsibilities in such a way as to demonstrate the same. These duties may rotate with an additional staff member.

This position will provide 24-29 hours of administrative and other support per week during business hours. Applicants must have graduated from high school or equivalent. A minimum of two years of Secretarial/Administrative/Customer Service experience and/or subsidized Property Management is required. Applicants must have previous customer service experience and have the ability to work in a kind, professional manner at all time. Knowledge of and adherence to The United States Department of House and Urban Development Fair Housing Standards are required. Additional duties, responsibilities and qualifications are available upon request.

This is a regular part-time position. The pay range is \$18.00-\$20.00/hour depending on experience. This position is eligible for South Dakota State Retirement benefits. Applications and job description may be requested from the Human Resources office at 416 Walnut Street, Yankton, SD 57078, by phone at 605-668-5222, or on the city website [www.cityofyankton.org](http://www.cityofyankton.org). Persons needing accommodation to apply for this position should contact 605 668-5222. Applications accepted until position is filled. New employees must pass pre-employment background check.

The City of Yankton and Yankton Housing and Redevelopment Commission are an Equal Opportunity Employer.