

**HOUSING AUTHORITY OF THE COUNTY OF TULARE  
JOB OPPORTUNITY – OPEN & PROMOTIONAL  
ELIGIBILITY CLERK II  
PORTERVILLE AREA OFFICE; DINUBA AREA OFFICE & VISALIA AREA  
OFFICE (THREE OPENINGS)  
REPORTS TO: AREA MANAGER  
NOVEMBER 27, 2024**

**SALARY RANGE:** \$3,586 to \$4,359 Monthly  
(\$1,655 to \$2,012 Bi-Weekly)

**JOB REQUIREMENTS:** Interview applicants for housing, process applications and verify eligibility and house applicants. Determine tenants' eligibility for continued occupancy. Calculate rent. Verify statement of sources requiring a high order of judgment. Update information into computer. Explain conditions of occupancy. Perform various leasing and occupancy functions. Establish and maintain various files. Compile and prepare statistical reports.

**QUALIFICATIONS:** High School education or GED equivalent. Two years of general office experience. Additional qualifications may be substituted for the required education on a year-for-year basis. Bilingual in Spanish preferred, but not required.

**APPLY:** Accepting INTERNAL & OPEN applicants. Resumes will be accepted via email at [ksaylor@hatc.net](mailto:ksaylor@hatc.net) and through Rent Drop Box at the Administrative Office 5140 W. Cypress Avenue, Visalia.

**CLOSING DATE:** **December 11, 2024 at 3:00 P.M.**

**We are an Equal Opportunity Affirmative Action Employer.  
We do not discriminate on the basis of handicap or disability.**