

***BROCKTON HOUSING AUTHORITY***

***Homeownership Leasing Agent***

The Brockton Housing Authority is presently accepting applications for the position of Home Ownership Leasing Agent. A resume and cover letter should be mailed, emailed or hand delivered to the Director of Human Resources, Brockton Housing Authority, 45 Goddard Road, Brockton, MA 02301, [tomp@brocktonha.com](mailto:tomp@brocktonha.com). This position will remain open until filled.

**Nature of Work:** This is a responsible clerical position involving the qualification of participants for Federal and State Rental Assistance programs, computer data entry, ability to work with the public, which may involve the explanation of established policies and regulations.

**Qualifications:** Experience in general office work, computer literacy, excellence in mathematical computations and the ability to work with the public. Experience in Rental Assistance programs and HS diploma/GED required. Associates Degree preferred. A full job description can be found at [www.brocktonhousingauthority.com](http://www.brocktonhousingauthority.com).

**Starting Salary:** \$ 45873.00 with excellent benefits

**The Brockton Housing Authority is an Equal Opportunity Employer**