

We offer competitive salary, great benefits, and work that matters to our community.

The Organization: Seattle Housing Authority (SHA) is a growing, innovative and mission focused independent government Agency based in Lower Queen Anne, Seattle. We have a highly diverse, committed staff of more than 600 people who are dedicated to expanding housing opportunities, promoting quality communities, and improving quality of life for our citizens and neighbors.

We are best known for the great care we take of our clients, our dedication to creating a work environment where employees do their best work, and for our deep commitment to race and social justice equity.

The mission of SHA is to enhance the community by creating and sustaining decent, safe, and affordable living environments that foster stability and self-sufficiency for people with low incomes.

We are seeking to fill a Customer Service Specialist II position for our Housing Choice Voucher Department. The Customer Service Specialist II will be paid in the range of **\$24.01 – \$31.61 per hour (D.O.E, knowledge, skills, and abilities)**

The Position: Under general supervision, perform a wide range of customer service and office support functions.

Essential Duties

- Provide front-line information and assistance to customers, on the telephones, and in person.
- Assist in general office functions of filing, mail/fax distribution, office supplies and related duties.

Minimum Requirements

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- Three years' work experience in general office work, or related experience, including at least one year experience using Word, and Excel.
- Use of Document Imaging is preferred but not required.
- Two years of mail processing, or equivalent clerical experience is preferred.
- High school diploma or equivalent.
- Valid Washington state driver's license with an insurable driving record.
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The Location: 190 Queen Anne Ave N, Seattle, WA 98109

Why Should You Apply?

- Competitive salary
- Great benefits
 - We offer medical, dental, vision insurance, and Public Employees' Retirement (PERS), if hired into an eligible position.
 - We also offer generous paid leave and holidays
- Reasonable hours
- Part-time telework opportunities in some jobs
- Opportunities for on-the-job training

For additional information on the job, please see the [full posting](#).

For information on our hiring practices, see our [diversity policy](#) and [equity policy](#).

To Apply for this position click [here](#).