

March 29, 2023

Milton Housing Authority has an opening for the part time position of:

***Receptionist-Administrative Assistant***

***Duties include:***

Answer phones and return voice mail messages  
Maintain waiting lists for Section 8 (HCV) and Public Housing  
Handle in person inquiries  
Receive Public Housing and Astor Village rent payments  
Complete felony background checks for Public Housing and Section 8 (HCV) applicants  
Schedule housing inspections and maintain log  
Accept and enter Public Housing applications in software  
Send recertification letters and other tenant notices as needed  
Respond to website email inquiries

**Resumes will be accepted through April 13, 2023** and may be mailed to our office: Milton Housing Authority, 5668 Byrom Street, Milton FL 32570, dropped off in person or in the office door mail slot.

**We will NOT accept or respond to inquiries or resumes sent to [info@miltonhousing.org](mailto:info@miltonhousing.org) or any employee email address.**