



Housing Authority of the Seminole Nation of Oklahoma

### **Housing Service Specialist**

Responsibilities include but are not limited to answering multiple line telephone system, screening and addressing questions and giving information to the callers or visitors, forwarding calls or taking messages for the appropriate personnel, greeting visitors as they come into the building and directing them to the appropriate office, and provide administrative support to the Housing Officer. Responsible for all work performed under NAHASDA, HUD regulations and Housing Authority policies and directives.

An application for employment can be found at [hasnok.org](http://hasnok.org). Submit your application, resume and a copy of your valid driver's license. Applicant will be subject to a nationwide background check, motor vehicle report, and drug screen. Please submit your information to: HASNOK, Attn: Administrative Officer, P.O. Box 1493, or 120 West 4<sup>th</sup> Street, Wewoka, OK 74884, or email [administrativeofficer@hasnok.org](mailto:administrativeofficer@hasnok.org) (405) 257-6604. Position open until filled.