



HOUSING CHOICE VOUCHER - OCCUPANCY SPECIALIST

DEFINITION: Works under the direction of the Executive Director and the Rental Subsidy Manager, Assists the Manager with routine participant intake, qualification, occupancy, and file maintenance. Understands and effectively applies government policies; Requests for information letters and notices of assistance letters; Monitors the participant renewal process by sending renewal and follow-up letters; Schedules recertification appointments and reviews re-certification documents; Updates computer information; Calculates participant rent for routine renewals and interim changes; Backs up the Rental Subsidy Manager and Office Specialist II; Performs other related work as required under the general direction of the Executive Director.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform assigned tasks under general supervision.

ESSENTIAL DUTIES:

Types and inputs various reports, data, forms, and miscellaneous correspondence; edits correspondence for final; review; designs work-unit forms for review; maintains files and records; compiles information;

Conducts applicant briefings and orientations; Prepares and maintains participant files; Coordinates with the Housing Inspector to order and complete initial and exit inspections;

Performs annual participant re-certifications and interim adjustments;

Prepares reports, surveys and gathers participant data as requested by the Rental Subsidy Manager and the Executive Director; Performs investigations on program abuse and participant fraud, as required;

Uses initiative and sound independent judgment within established guidelines; Assists the Office Specialist II with front desk coverage when required.

Range: 6 Salary: \$1379.86 - \$2169.79



OWNED HOUSING DEPARTMENT- OCCUPANCY SPECIALIST

DEFINITION: Under the direction of the Executive Director and the Owned Housing Manager, Assists the Owned Housing Manager with routine participant intake, qualification, occupancy, and file maintenance. Understands and effectively applies government policies; Corresponds with applicants by sending waiting list placement notices, requests for information letters and notices of assistance letters; Monitors the participant renewal process by sending renewal and follow-up letters; Schedules recertification appointments and reviews re-certification documents; Updates computer information; Calculates participant rent for routine renewals and interim changes; Backs up the Owned Housing Manager and Office Specialist II; Performs other related work as required under the general direction of the Executive Director.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform assigned tasks under general supervision.

ESSENTIAL DUTIES:

Types and inputs various reports, data, forms, and miscellaneous correspondence; edits correspondence for final; review; designs work-unit forms for review; maintains files and records; compiles information;

Conducts applicant briefings and orientations; Prepares and maintains participant files; Coordinates with the Housing Inspector to order and complete initial and exit inspections;

Coordinates with the Maintenance Supervisor for timely and complete unit repair and turnover; Performs annual participant re-certifications and interim adjustments;

Works with tenant organizations to ensure adequate communication between the PCHA and participants; Prepares reports, surveys and gathers participant data as requested by the Owned Housing Manager and the Executive Director; Performs investigations on program abuse and participant fraud, as required;

Uses initiative and sound independent judgment within established guidelines; Assists the Office Specialist II with front desk coverage when required.

Range: 6 Salary: \$1379.86 - \$2169.79