

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

OCCUPANCY SPECIALIST (SECTION 8 DEPARTMENT)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision of the Rental Assistance Programs Manager performs a variety of responsible clerical and technical duties involved in determining initial and continuing eligibility of applicants and recipients for Housing Authority Rental Assistance Programs; participates in the applicant interview and participant counseling process; and advises participants and property owners of Housing Authority and applicable policies, procedures, regulations, and guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Rental Assistance Programs Manager.

None Exercised.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Update and evaluate eligibility of program participants including eligibility for continuing participation following clearly defined policies and procedures; interview housing applicants; investigate and verify applicant and participant information for accuracy and completeness; contact applicants and participants to discuss and clarify discrepancies; notify applicants with the results of their application request.

Elicit pertinent information concerning such factors as income, employment, financial obligations, and family composition of the applicants, recipients, employers, other public agencies, doctors' offices, hospitals, and other sources; prepare correspondence to various agencies, landlords, and businesses to verify applicant data including total family income, current assets, and family composition; may do such investigation to detect or uncover fraud.

Calculate amount of tenant rent and perform other necessary computations.

Prepare documentation involved in the eligibility, occupancy and rental process; prepare notices to participants and property owners regarding changes of status; receive information and process participant transfers; process inspection requests and prepare necessary documentation.

Brief prospective families regarding various programs available; inform eligible applicants of their responsibilities and those of their landlord; explain how the Housing Authority works and functions; issue Section 8 Vouchers; maintain records of the Vouchers that are issued.

Work with outside agencies to implement the transition of residents under the Portability Housing Voucher; prepare and maintain files for incoming portables and vouchers.

Complete and maintain, tenant, and landlord files; copy and enclose supporting documents; prepare routine correspondence and forms; maintain completeness and sufficiency of information contained in records and case files; maintain quality control on records and files.

Process Request for Tenancy Approvals; contact landlords to verify information received on requests for lease approval to determine Utility Allowance; monitor and maintain records of requests for lease approvals and forwarding to inspector after verifying utilities are on.

Schedule appointments with clients for annual recertification interviews and send out notifications.

Prepare and send out notifications to landlords of clients approaching anniversary dates and annual inspections; process annual rent increase approvals on anniversary dates.

Prepare information for input into data processing system and obtain output reports as required; perform a variety of general clerical duties including typing, computer operation, and utilizing other related office machines and equipment; independently respond to routine correspondence, memoranda, and requests for information and data; provide telephone reception as needed.

Process HUD-required 50058 corrections monthly.

QUALIFICATIONS

Knowledge of:

Modern office practices, methods, and computer equipment.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Alphabetical, numerical, and subject matter filing systems.
Basic interviewing practices and techniques.
Principles and practices used in dealing with the public.
Word processing methods, techniques, and programs.
Basic mathematical principles.
English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

Operate modern office equipment including computer equipment and software.
Type and enter data accurately at a speed of 35 wpm or faster.
Learn the principles and practices related to housing assistance.
Learn, interpret, apply, and explain the policies, procedures, laws, codes, and regulations applicable to assigned programs and functions including grievance policies as they apply to applications, and program eligibility.
Learn to identify and investigate potential fraud cases.

Learn Housing Authority and outside agency and community services and programs.
Understand the organization and operations of the Housing Authority and of outside agencies as necessary to assume assigned responsibilities.
Respond to requests and inquiries from other agencies and the public.
Prepare and maintain accurate and complete records, reports, and files.
Interact effectively and sensitively with a variety of individuals from diverse backgrounds.
Prepare clear and concise reports.
Perform complex and specialized clerical work utilizing independent judgment and requiring speed and accuracy.
Research, collect, compile, and analyze information and data.
Independently compose correspondence and memoranda.
Meet and deal tactfully and effectively with the public.
Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.
Understand and follow oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
Must be able to work overtime if required.
Must comply with drug/alcohol free workplace requirements.

Experience and Education/Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years college coursework with emphasis in the social sciences, or social services and/or one year of interviewing or casework experience in a social services (including Housing Authority) environment; or an equivalent combination of education, training, and experience.

Education/Training:

High school diploma or GED; supplemented by one year of responsible clerical experience involved in the administration of public housing programs, operations, and activities.

License or Certificate

Requires a valid California driver's license and can qualify for coverage under Housing Authority's insurance policy without an additional increase in premium due to a questionable or poor driving history.

Possession of, or ability to obtain, Section 8 HCV Occupancy, Eligibility and Rent Calculation Certificates within 1 year of hire or promotion date.

ADA COMPLIANCE

Physical Ability:

Tasks may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 20 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Some tasks require visual perception and discernment. Some tasks require oral communications ability.

Employee's Signature

Date

The Housing Authority of the County of Butte (HACB) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HACB will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.