

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

Classification: Section 8 Occupancy Specialist

Supervisor: Section 8 Coordinator

Effective Date: January 1, 2012

Position Summary

This is specialized and responsible clerical work. Employee exercises considerable judgement and initiative in carrying out day to day responsibilities subject to established procedures, practices, and standards. Duties require considerable knowledge of HUD regulations and the Administrative Plan as well as the ability to maintain complex clerical records and prepare accurate and concise reports. Work involves considerable and constant public contact, often under trying conditions. Work assignments are received orally and in writing and are performed under the general supervision of the Section 8 Coordinator.

Major Duties and Responsibilities

1. Conducts interviews and completes annual, interim, and special re-examination of clients for the Section 8 program, assisting clients in the completion of forms and identification of required documents.
2. Verifies submitted information according to Authority policy.
3. Communicates via written and oral correspondence with clients and landlords.
4. Develops and maintains positive rapport with owners, managers, and tenants; explains program requirements as needed.
5. Prepares rent changes, move-ins, and enters all data into the computer system.
6. Explains terms of contracts, leases and other Section 8 forms to clients and landlords.
7. Maintains tenant file folders, certification and updating of tenant information and income.
8. Responsible for setting up appointments with landlords and clients to sign all necessary documentation.
9. Maintains control and information systems for effective program monitoring.
10. Maintains a control book of all increases and decreases of HAP payments, transfers, move-ins/move-outs for the current month.

11. Responsible for promissory note payments for HAPP. Send correspondence to tenants for non-payment, etc.
12. Must verify all TANF through the State of Georgia's computerized online system, print worksheets, work letters, child support forms, etc.
13. Ensures all needed documentation is completed for clients requesting transfers.
14. Responsible for checking Tenancy Approval (TA) forms when they are returned by the client and determining if they have been filled out correctly as well as making sure the client is income eligible for the unit.
15. Archive old files according to Authority policy.
16. Performs related duties as required.

Required Knowledge and Abilities

1. Considerable knowledge of HUD and the Housing Authority of Columbus rules, regulations, and administration policies.
2. Considerable knowledge of interviewing techniques and of the principals of office management and of record maintenance.
3. Knowledge of modern office equipment including copiers, personal computers (Microsoft Office Package – Word, Excel, Outlook, etc.), mainframe terminals, calculators, facsimile machines, etc.
4. Ability to make decisions in accordance with administrative rules, regulations and policies.
5. Ability to understand and follow complex oral and written instructions.
6. Ability to maintain complex clerical records and to prepare reports from varied statistical or accounting information.
7. Ability to establish and maintain effective working relationships with other employees, superiors, and the general public.
8. Ability to understand, act on and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
9. Ability to prepare and present ideas in a clear and concise manner, both orally and in writing.
10. Ability to initiate work projects and work independently.
11. Ability to process multiple client files in various stages of procedure and maintain detailed follow-up on items required to complete files with few to no errors.

12. Ability to lift and carry up to 15 lbs. And file while standing, bending or stooping to reach multi-level file drawers.

Physical Requirements

Level of manual dexterity sufficient to allow for operation of typewriter, terminal keyboard, telephone, facsimile machine, calculator, etc. Ability to move, handle or lift small objects around desk area, e.g. files, computer printouts, reports, calculators, pencils, legal pads, etc.

Minimum Education, Training, and/or Experience

Graduation from a standard high school or vocational school, preferably supplemented by courses in business practices. Considerable experience in progressively responsible office and clerical work is a must. Or any equivalent combination of training and experience to meet required knowledge, skills, and abilities required of this position will be acceptable.

Special Requirements

1. Possession of a valid driver's license.