



Job Description

Occupancy Specialist

Position Summary

This is a moderately responsible position requiring the employee to perform difficult and complex clerical work at the Housing Authority office. Under the supervision of the Housing Manager, the employee performs various duties pertaining to the tenant selection activities of the Authority's Public Housing program, including determination of eligibility and recommendation for approval for occupancy. The employee in this position must be able to perform routine paperwork and complete forms correctly and completely. Work is subject to audit.

Major Duties and Responsibilities

1. Verifies completed applications; checks credit histories and arrest records.
2. Recommends applications for approval to supervisor with respect to occupancy eligibility; monitors and maintains required files.
3. Participates in the selection process in reviewing applicant files to fill vacancies.
4. Participates in various activities related to notification of approved applicants and processing of applicant file data.
5. Computes rent and income for eligibility.
6. Prepares statements and any other necessary reports.
7. Assists in the assignment of units; monitors assigned units for vacancy.

Occupancy Specialist (Continued)
Major Duties and Responsibilities (Continued)

8. Interview applicants for initial occupancy; maintains records of housed and rejected applicants.
9. Assists in the preparation of required HUD forms.
10. Maintains various files pertaining to tenant applications, leases, re-examinations, inspections, Authority policy and paperwork, and federal rules and regulations.
11. Performs other related duties as required by the supervisor.

Required Knowledge, Skills, and Abilities

1. Thorough knowledge of Authority's Public Housing program.
2. Thorough knowledge of HUD rules, regulations, and policies on leasing and occupancy.
3. Knowledge of office practices and procedures.
4. Knowledge of report preparation techniques.
5. Skills to operate personal computer, calculator and other common office machines.
6. Ability to make mathematical computations with speed and accuracy.
7. Ability to understand and follow written and oral instructions.
8. Ability to maintain moderately complex clerical records.
9. Ability to establish and maintain effective working relationships with employees, officials, and the general public.

Occupancy Specialist (Continued)

Education and Experience

High school graduate or equivalent, with at least one year experience in an administrative support setting, preferable somehow related to dealing with the public; or any equivalent combination of training and experience.

Special Requirements

1. Ability to be covered un the Authority's fidelity bond.
2. Possession of a valid Class I Motor Vehicle Operator's licence.