

## PUBLIC HOUSING PROPERTY SPECIALIST

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct and complete annual and interim re-certifications interviews in a timely manner.
2. Calculate rents for annual and interim re-certifications in a timely manner.
3. Take applications for Public Housing.
4. Ensure all verifications are properly requested and received according to HUD guidelines.
5. Ensure all resident files are documented properly to reflect changes.
6. Notify residents of rent change in a timely manner according to HUD guidelines.
7. Pick up mail for assigned property.
8. Refer noncompliant program findings to the Property Manager.
9. Implement EID program requirements and track families for program compliance.
10. Track zero income families and keep a current list for follow up.
11. Review EIV reports and investigate discrepancies for program compliance.
12. Ability to manage day to day operations in the absence of the Property Manager.
13. Assist Property Manager with resident issues as required.
14. Ability to show and offer vacant unit in Manager's absence.
15. Conduct random and quality control work order inspections as needed.
16. Stay abreast of all HUD mandates as well as local policy and procedure for Public Housing.
17. Does related work as required.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required, as well as general knowledge of application, certification and reexamination procedures. Ability to type at a reasonable rate of speed, and have thorough knowledge of computer software, business English, spelling and math. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have basic typing and computer skills.

### EDUCATION and/or EXPERIENCE

An Associate's Degree from an accredited university or college with (1) one year related experience and/or training; or equivalent combination of education and experience. Prior experience in clerical work, and typing required.

#### LANGUAGE SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals,
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively before groups of clients/residents or employees of the organization.
4. Ability to speak and write Spanish is a plus but not required.

#### MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
2. Ability to compute rate, ratio and percent, and to draw and interpret bar graphs.

#### REASONING ABILITY

1. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
2. Ability to deal with problems involving a few concrete variables in standardized situations.

#### CERTIFICATES, LICENSES, REGISTRATIONS

1. A valid North Carolina Driver's License unrestricted (except for corrective lenses).
2. Public Housing Occupancy Certification

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the Property Management Secretary to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Strength and ability to lift up to twenty (20) pounds.

2. Close (clear vision at 20 inches or less), distance (clear vision at 20 feet or more) and peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) abilities will be necessary to fulfill the requirements of the position.

3. The work environment will require sitting; using hands to finger, handle or feel; reach with hands and arms; and talk or hear.

Please return the completed application to the administrative office either in person or by mail. Completed applications can also be emailed to [dfish@wilsonha.org](mailto:dfish@wilsonha.org). Incomplete applications will not be considered.

The Wilson Housing Authority is an Equal Opportunity Employer.