

LEASED HOUSING DATA CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position combines the duties of the Leased Housing Intake Technician with specialized computer data input/maintenance responsibilities. Tasks are divided approximately equally between these two general areas. The position provides technical and clerical support in the area of program eligibility, information dissemination, and application processing. In addition, the position is responsible for data input based upon knowledge of program and tenant files. The Leased Housing Data Clerk produces various computer generated reports, prepares correspondence, processes Housing Assistance Payments, and prepares checks for mailing. General supervision is received from the Director of Community Development or his designee. The Leased Housing Data Clerk performs related work as required.

TYPICAL WORK ACTIVITIES:

Schedules and conducts client briefings and interviews;
Processes income information and tenant supplied documentation to determine eligibility;
Performs rent computations to determine family contribution, utility allowance and level of assistance;
Responds to inquiries from tenants and landlords;
Schedules inspections with the Housing Quality Specialist;
Reviews files for input of appropriate data;
Inputs and maintains data base for all Section 8 programs;
Prepares program reports from computer data;
Processes Housing Assistance payments and generates checks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the provisions of Section 8 Program regulations, its terminology, departmental practices and procedures; good mathematical skills; working knowledge of Federal and State Fair Housing Laws; ability to interpret Federal regulations; skill in typing at a rate of 35 words per minute; ability to deal with persons of all socioeconomic and educational backgrounds; ability to communicate effectively orally and in writing; ability to work independently; familiarity with computers including word processing and spread sheet programs; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in general office work.

NOTE: At least one (1) year of appropriate experience is required; additional education beyond high school graduation cannot be substituted for the one year required work experience: High school graduation is required; additional work experience beyond one year cannot be substituted for high school graduation.