

HOUSING AUTHORITY OF THE COUNTY OF TULARE
JOB OPPORTUNITY – OPEN & PROMOTIONAL
ELIGIBILITY CLERK SPECIALIST (TEMP-TO-HIRE)
CENTRAL ADMINISTRATIVE OFFICE
REPORTS TO: DEPUTY EXECUTIVE DIRECTOR – HOUSING MANAGEMENT
NOVEMBER 27, 2024

SALARY RANGE: \$4,463 - \$5,424 Monthly
 (\$2,060 - \$2,503 Bi-Weekly)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Help maintain good relations with public, participants and owners on behalf of the Housing Authority
- Interview applicants for housing, process applications, conduct briefings and verify eligibility and house applicants.
- Complete the necessary record and verification forms for each applicant and contact employers, public and private health and welfare agencies to verify applicant information and verify statement of sources requiring a high order of judgment.
- Determine tenants' eligibility for continued occupancy.
- Ability to Compute income, calculate rent and determine and verify all necessary facts concerning with eligibility for subsidies and rental assistance.
- Enter necessary data into the computer system for processing of reports, HAP subsidy or rent.
- Explain conditions of occupancy by informing applicants and program participants of eligibility requirements as established by Housing Authority Policies and Program regulations.
- Perform various leasing and occupancy functions; by conducting annual, interim, and special housing reviews with tenants and program participants, processes rent/subsidy changes as needed.
- Establishes and maintains various files.
- Compile and prepares statistical reports, prepares all HUD and Housing Authority required forms and reports as well as data entry forms in connection with program requirements.
- Help with audits and file reviews.
- Assist in training newly hired staff and possess the ability to handle the desk of any clerk at any time.
- And performs other related work as required

SKILLS TO:

- Understand and follow prescribed procedures and adhere to policy and procedures.
- Very detail-oriented and accurate.
- Write clearly and neatly.
- Possession of an inherent appreciation of public service and extreme flexibility.
- Computer literate in MS Office software.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- Two years of experience with a housing authority, wherein all facets of eligibility clerk functions, including public reception, interview, recording, factual data verifications, calculation of rents, and preparation of reports were major position requirements.
- Additional qualifications may be substituted for the required education on a year-for-year basis.

APPLY:

Resumes will be accepted via email: ksaylor@hatc.net and through the Rent Drop Box at the Administrative Office, 5140 W. Cypress Avenue, Visalia.

CLOSING DATE:

December 11, 2024 at 3:00 P.M.

**WE ARE AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER
WE DO NOT DISCRIMINATE ON THE BASIS OF A DISABILITY**