

**HOUSING CHOICE VOUCHER ADMISSIONS SPECIALIST**

**GENERAL STATEMENT OF DUTIES:** Performs administrative work in the application processing and information functions of Section 8; performs related duties as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for accepting applications, maintaining the waiting list, investigating eligibility, verifying eligibility, processing incoming portability requests, conducting briefings, accepting RFTAs, coordinating initial inspections, and completing transfers and new admissions. Duties also include calculating rent levels, affordability and making determinations of rent reasonableness. Tact, courtesy, and firmness must be exercised in dealing with residents. Work is performed according to established policies and procedures under the supervision of the Section 8 Director and is evaluated for adherence to policies, procedures, and accuracy.

**ESSENTIAL JOB FUNCTIONS:**

Processes applications and application updates for Section 8 housing assistance;

Uses independent judgement to determine when further information or investigation is necessary;

Uses independent judgement to determine denial of applications in accordance with Federal regulations and internal policies;

Maintains the Section 8 waiting list(s);

Performs mathematical calculations to accurately determine rent levels;

Processes incoming portability transfers;

Determines applicant eligibility;

Organizes and conducts applicant briefings;

Accepts RFTAs and makes determinations of affordability and rent reasonableness;

Coordinates initial inspections;

Completes transfers and new admissions;

Provides general program information to applicants;

Reviews applications for errors and omissions;

Maintains applicant files and corresponds with applicants;

Prepares a variety of reports and performs other related duties.

**JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS:** This position involves work requiring the employee to occasionally exert up to 25 pounds of force and less force frequently to move objects. Physical

activity related to this position may include climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures, do extensive reading, accounting functions, and use a computer terminal. An employee in this position will not substantially be exposed to adverse environmental conditions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of federal, state, and local policies, procedures, and laws relating to tenant selection and agency operations; considerable knowledge of, and skill in, interviewing techniques, verification of application and confidential information; knowledge of general office practices, business math, and business English; knowledge of software and ability to operate a personal computer; knowledge of available local public assistance programs; ability to gather, compile, and tabulate numerical data from a variety of sources; ability to perform accurate mathematical calculations; ability to follow written and oral instructions and to plan, organize, and execute work; ability to form effective working relationships with staff and to work with applicants and residents in a firm but tactful manner.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Associates Degree in Business Administration, Social Science or related field and two (2) years of relevant public or assisted housing experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of Occupancy Specialist Certification, or the ability to become certified within the first twelve (12) months of employment if funds are available. Possession of a valid North Carolina or South Carolina driver's license.