

HOUSING DATA CLERK

STATUS: Non-Exempt

FUNCTION: This position represents responsible administrative/data entry work in which the candidate must perform responsibilities of a confidential nature. Responsible that all data that needs to be entered into the computer system will be scheduled and entered in a timely manner. Interviews and processes applications for public housing and/or Section 8 programs. Calculates rents. Updates files.

SUPERVISION: Works under the general supervision of the Housing Manager or the Service Center Manager. The Housing Data Clerk provides no supervision to others, but may furnish direction to other Data Clerks, the Receptionist/Data Clerk or to newly appointed personnel within the department.

ESSENTIAL JOB DUTIES:

- Interviewing applicants, processing applications including all eligibility verifications, inputting information into the computer, printing letters and updating application files.
- Compiling information, doing rental calculations, inputting into computer reexaminations for assigned projects and programs.
- Maintaining computerized tenant master files and family composition files.
- Running scheduled reports and special request reports.
- Handling large volume of inquiries, telephone and written, from or about applicants.
- Performing general office duties, such as filing, setting up new files, closing files, as required and directed for the effective and efficient operation of the management office.
- Maintaining other records that pertain to assigned projects or programs.
- May input new applicants.

SECONDARY DUTIES:

- Cover the reception and work order areas; filling in as needed.
- Perform other reasonably related duties as assigned by immediate supervisor and other management as required.

PHYSICAL REQUIREMENTS: The duties of this position are primarily office-based and require manual dexterity sufficient to competently use office equipment such as a keyboard or calculator.

QUALIFICATIONS & SKILLS:

- Excellent oral and written communication skills.
- Strong math and computer skills.
- Rent calculation certification within one year.
- Ability to input data into computer accurately and efficiently.
- Ability to pleasantly and effectively deal with people.
- Bilingualism preferred.

EXPERIENCE & EDUCATION:

High School diploma or equivalent.