

HOUSING DATA CLERK – S 8

STATUS: Non-Exempt

FUNCTION: This position represents responsible administrative/data entry work in which the candidate must perform responsibilities of a confidential nature. Will be responsible that all data that needs to be entered into the computer system will be scheduled and entered in a timely manner. Will assist the Section 8 Coordinator as needed.

SUPERVISION: The candidate reports to the Section 8 Coordinator. The HDC provides no supervision to others, but may furnish direction to other Housing Data Clerks or to newly appointed personnel in the department.

ESSENTIAL JOB DUTIES:

- Scheduling and preparing reexamination forms for the Section 8 Program for both annual and interim reexamination of tenants.
- Compiling information, doing calculations, inputting into computer all reexaminations for the Section 8 Program.
- Preparing re-determinations for the Section 8 program.
- Maintaining computerized tenant master files and family composition files.
- Running scheduled reports and special request reports and inputting into system as needed.
- Performing general office duties, such as filing, as required and directed for the effective and efficient operation of the management office.
- SEMAP – compile and maintain additional records including special inspections and follow up.
- FSS escrow – calculate and forward copies of the 50058 to the FSS Coordinator for all appropriate participants. This includes processing special interim re-certifications for new FSS applicants.
- Run TASS/EIV reports monthly for all tenants being reexamined.
- Lease additions – processing all pertinent information, including sending police reports, verifying income, etc.
- Walk in's – greeting landlords as well as tenants to answer questions as well as negotiate problems.
- Maintain apartment listing for tenants/applicants with landlord names and addresses of vacant apartments.
- Maintain landlord informational packets on the Section 8 program to be mailed or handed to the perspective landlord. Multiple forms must be copied continuously to maintain these packets.
- Review Request for Tenancy Approval forms when brought in for possible lease up. Then checking our Rent Reasonableness rents and utility allowances to ensure allowable rent. Negotiating rents with landlords

- Respond to tenant and landlord disputes.
- Process and follow-up intent to vacates.
- Review inspection bills for payment.
- Scheduling appointments with both tenant and landlords for signing of new contracts. This also includes typing the contracts and tracking these tenants for utility bills that new moves must provide after leasing.
- Scheduling appointments for orientation for Section 8 briefing/issuing of Housing Choice Voucher and maintaining orientation packets to be given at such time.
- Section 8 Inspections – Run report lists and letters in timely manner for individual tenants. Enter information into computer for all inspections. Generate, process and track failed inspections.
- Portability – compiling and copying all pertinent information for each tenant porting out of the City as required by HUD. Contact receiving housing authority. If not absorbed, ensure the move is affordable to the WHA. Input all records for ports out in our computer system including all annual and interim recertifications to maintain proper billing and payments to the receiving housing authority ports out in our computer system including all annual and interim re-certifications to maintain proper billing and payments to the receiving housing authority.
- Assist in proving out end of month's financial reports for processing Section 8 monthly checks.
- Hearings – attend and or/present information as required for both formal and informal hearings.
- Calculate and set up repayment agreements for all Section 8 tenants who committed fraud/unreported income in timely manner and signing of such agreements.

SECONDARY DUTIES:

- Order all Section 8 supplies.
- 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. From time to time, the holder of this position will be required to conduct walkthroughs of dwelling units which would include the ability to traverse over a ¼ mile at a time and to use stairs.

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.

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- Ability to pleasantly and effectively deal with people.
- Bilingualism preferred.

EXPERIENCE & EDUCATION:

- High School diploma or equivalent.