

# **HOUSING ASSISTANCE ADMINISTRATOR I (EXISTING HOUSING) (OC)**

**NYS #61-044 RC/EL #23050**

Examination to be held **March 4, 2023**; Last filing date **February 2, 2023**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**POSITION EXISTS IN:** Town of Ramapo Housing Authority and Village of Spring Valley. The agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of Rockland County at the time of examination.

**SALARY:** Salary will vary by location. Salary will be pro-rated for less than full-time positions.

**WHAT THE JOB IS LIKE:** This is administrative work of a moderately difficult nature within the function of processing rent subsidies under Section 8 Housing Assistance Payments Program (Existing Housing), the forms and procedures for which conform to federal standards. The work involves outreach to eligible families and property owners, the certification of eligibility for housing assistance, the inspection of housing units, the negotiation of contract and lease approvals, the preparation of rent subsidy payments and maintenance of accounts, and the preparation of reports. The work is performed under the direction of a Housing Authority Board or Village Mayor within the structure of federal regulations. Work direction is given to clerical and/or other personnel involved in the determination of eligibility for housing assistance. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: Graduation from high school or possession of an equivalency diploma and three (3) years of experience in the application of established criteria in examining and evaluating claims for financial assistance, unemployment or insurance benefits, or similar programs, or in the preparation of fiscal reports or budgets, one (1) year of which must have been in a supervisory capacity.

**NOTES:**

1. College study may be substituted for the non-supervisory experience on a year-for-year basis.
2. Two additional years of the required work experience may be substituted for the supervisor experience.

**NOTE:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the last filing date, April 2, 2023; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com).** You must pay the required evaluation fee.

**NOTE:** Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**SUBJECT OF WRITTEN EXAMINATION:**

1. **Preparing Written Material** – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. **Understanding and Interpreting Numerical Data Related to Community Development and Housing** – These questions test for the ability to understand and interpret numerical data related to community development and housing. The data will be presented in formats such as tables and charts. All the information needed to answer the questions will be provided in the data presented. You may be required to perform basic mathematical functions such as addition, subtraction, multiplication, and division and to calculate averages and percentages.  
You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone or other electronic devices.
3. **Understanding, Interpreting, and Applying Housing and Community Development Laws, Rules and Regulations** – These questions test for the ability to understand, interpret, and apply a variety of federal and State housing and community development laws, rules, and regulations. You will be provided with a brief reading selection based on or extracted from a passage of legal text. You must read the selection and then answer one or more questions based on that selection. All the information needed to answer the questions will be provided in the reading selections.
4. **Interviewing** – These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.
5. **Supervision** – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

**TEST GUIDE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Date Issued: 12/29/2022**