

HOUSING PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is work performed in accordance with established policies and procedures involving responsibility for gathering information and reviewing and evaluating records and applications in connection with Section 8 of the Federal Housing Assistance Payments Program or New York State Division of Housing Programs. General supervision is received from a higher level clerical or agency head. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews applications forms for completeness and accuracy;
Interviews applicants to gather information necessary for making eligibility determinations;
Evaluates applicants' financial resources and makes recommendations concerning eligibility for assistance according to guidelines set forth by the Department of Housing and Urban Development (HUD) and New York State Division of Housing;
Prepares required forms (recertifications, leases, addendum, Housing Assistance Payment Contracts, etc.);
Negotiates with landlords on behalf of new tenants and the recertification of tenants concerning rent adjustments and other problems;
Advises applicants of program eligibility, amount of subsidy, obligations, etc.;
Logs applications in waiting list book;
Works with supervisor or independently in the conduct of briefing sessions to explain certificate and voucher programs, obligations, etc.;
Conducts housing unit inspections for compliance with quality standards;
Maintains records of tenants and landlords in compliance with federal and state guidelines;
Maintains a variety of records including the above and prepares reports as required;
Operates a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, data entry, word processing, micro-computer, etc.;
May arrange for inspections by Building Inspector;
May maintain financial records, post to ledgers and prepares checks and related documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, rules and regulations as they concern Section 8 of the Federal Housing Assistance Payments Program and New York State Division of Housing Programs; ability to deal effectively and communicate well with others; ability to gather and analyze facts and make suggestions as to financial eligibility of clients; ability to understand and carry out oral and written instructions; ability to maintain records and make reports; ability to use computer software in the completion of assignments*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of paid work experience** in examining, investigating or evaluating claims for assistance, housing, unemployment or insurance benefits or similar programs operating under established criteria for eligibility, which included or was supplemented by six (6) months of work experience which required the use of a computer or word processor.

(over)

NOTES:

1. **College or business school study may be substituted for the experience described above on a year-for-year basis.
2. Completion of an approved course in Computers, Data Entry, Word processing or related may be substituted for the six (6) months of computer or word processing experience, the appropriateness of which will be determined on a case-by-case basis by the Rockland County Department of Personnel.

SPECIAL REQUIREMENT: A valid driver license or accessibility to transportation to meet field work requirements.

*To be demonstrated during the probationary period.