

HOUSING ELIGIBILITY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing technical assistance in various public housing programs including the HUD Section 8 housing program for a municipality. The programs involve the coordination and provision of federal and state housing subsidies for eligible tenants and landlords. The incumbent assists in the distribution of HUD/public housing funds in accordance with federal/state regulations. The employee is responsible for performing all aspects of certifications and recertifications for Public Housing and HUD Section 8 housing programs. Work is performed under the general supervision of a higher-level employee. Supervision may be exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Reviews applications to determine eligibility of clients;

Conducts applicant, tenant and landlord interviews;

Verifies client and household income and calculates rent payments and voucher amounts;

Conducts home visits for recertifications;

Responds to tenant concerns, complaints and issues;

Instructs new landlords regarding HUD/public housing rules and regulations;

Conducts housing inspections to determine compliance with federal and state housing quality standards as well as with Housing Authority rules and regulations;

Coordinates tenant evictions, including assisting counsel in preparing all required court documents, negotiating and serving as a witness;

Coordinates maintenance and oversees the grounds and common areas;

Files and maintains complete tenant and landlord files;

Maintains contact with other agencies with regard to client eligibility;

Receives and accounts for rental payments and makes bank deposits;

Uses housing software to record changes in tenant records;

Prepares correspondence to state and federal agency representatives, applicants and tenants;

Performs office and clerical work;

Uses Microsoft Word for correspondence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of HUD Section 8 and Public Housing regulations, requirements, and practices for a municipality; good knowledge of the need in the community for housing; working knowledge of federal and state housing assistance programs; working knowledge of federal and state housing standards; working knowledge of residential inspection and tenant selection procedures; ability to establish effective working relationships; ability to meet with and communicate effectively with the public; ability to communicate effectively both orally and in writing; ability to prepare simple reports; ability to understand and interpret complex oral and written information; resourcefulness; integrity.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's Degree in Housing, Business Administration, Public Administration, Human Services, or a closely related field; **OR**
- B. Two (2) years of work experience involving responsibility for determining program eligibility using established criteria, or in public housing, or substantially similar experience; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
3564 HSE EL AST
Classification: Competitive
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Adopted: December 06, 2023