

RECERTIFICATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the performance of all duties necessary for the day-to-day operation of the Section 8 Housing Program in a city or town. Responsibilities include the application intake process including interviewing, investigations and verification; interaction with landlords; interpretation of guidelines and procedures and preparation of correspondence and reports. This position receives administrative supervision from a higher level administrator. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Investigates prospective tenants by interviews with them;
2. Reviews eligibility of applicants for accuracy and based upon established criteria, approves or rejects tenant application;
3. Investigates program abuse, prepares necessary documentation for Informal Hearings, prepares testimony for hearings with program attorney and follows-up with termination process and paperwork, if abuse is found;
4. Distributes work assignments to staff and reviews for accuracy and completeness;
5. Counsels tenants on the benefits and responsibilities of the program;
6. Conducts financial review of tenants to determine amount of housing assistance to be awarded;
7. Conducts housing counseling sessions with landlords and tenants;
8. Seeks and certifies comparable rental units for certification of rent reasonableness;
9. Refers tenants to appropriate agencies for social, economic, physical or mental health programs;
10. Compiles and prepares Section 8 housing reports, statistics and forms including tenant/landlord contract/lease agreements;
11. Reviews the Federal Registers daily to review changes in the regulations governing the Section 8 Program, and implements office policy changes if necessary;
12. Recertifies Section 8 tenants and determines if there are changes in the amount of rent and maintains and updates tenant programs enrollee logs;
13. Prepares annual budgets for program for Department of Housing and Urban Development approval;
14. Prepare records for audit by independent auditors and the Department of Housing and Urban Development auditors and respond to any questions that occur during the monitoring process;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of investigation procedures; good knowledge of the social conditions facing the economically disadvantaged; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of interviewing techniques; ability to read and interpret guidelines and regulations including Public Housing Law and Codes; ability to learn and utilize various software packages for word processing, financial management etc.; ability to meet with and interview a variety of people; ability to communicate effectively, both orally and in writing; good powers of observation; patience; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

RECERTIFICATION SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience which involved examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility or in a registered social work program.

NOTE: College education may be substituted for up to three (3) years of the required work experience above on a year to year basis (30 credits equal to one year).

SPECIAL REQUIREMENT:

An appointing authority may require the possession of a valid driver's license at the time of appointment.

HU4307

ADOPTED: 02/03/92

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