

SECTION 8 SPECIALIST ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible work assisting higher level employees in the administration of the Property Development Programs. The incumbent maintains files and records for the department's programs and participates in completing a variety of related studies and reports. Work is performed under the supervision of a higher level administrative employee.

TYPICAL WORK ACTIVITIES:

1. Participates in the preparation of a variety of reports, such as to Housing and Urban Development and other governmental agencies;
2. Processes all damage claims regarding Section 8 that are submitted;
3. Verifies financial data on loan applications;
4. Compiles all relevant and background information for the Community Development Loan Application File for submission to the Loan Committee;
5. Collects and organizes data and information related to projects;
6. Sets up building, electrical and plumbing inspections for all Community Development loans and follows through on completion;
7. Maintains financial and programmable files and records for mortgage loan files;
8. Assists in the preparation and maintenance of departmental annual budget;
9. Compiles all information for the City Property Auction, including ordering property inspections and advertising;
10. Attends monthly Community Housing Resource Board and occasionally Historic District meetings, representing the Director of Property Development;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State and local subsidized housing laws, rules, and regulations; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and follow oral and written directions; ability to communicate effectively both orally and in writing; ability to work with others; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of work experience which involved examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under establishment criteria for eligibility.

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

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ADOPTED: 07/31/91