

## VACANCY ANNOUNCEMENT

The Housing Authority of Walker County will be accepting applications beginning Tuesday, July 9, 2018, for the position of Occupancy Clerk/Specialist. The deadline to place an application will be July 16, 2018 by 5 p.m.

The candidate selected must have a valid driver's license, complete a criminal background check, and pass a drug screening. Job description and qualifications are included with application. Visit [www.walkercountyha.org](http://www.walkercountyha.org) for directions or information. We are an Equal Opportunity Employer.

Email Cover Letter and Resume to:

[info@walkercountyha.org](mailto:info@walkercountyha.org)

Mail:  
Executive Director  
Po Box 607  
Dora, AL 35062

## OCCUPANCY SPECIALIST

### DESCRIPTION

Under the supervision of the Executive Director, Executive Assistant and the Section 8 Coordinator. Candidate performs various responsible duties relative to the tenant selection activities of the Authority including determination of eligibility and recommendation for approval for occupancy. Assists the Executive Assistant and Section 8 Coordinator in overall activities of both the conventional and Section 8 programs.

INTERNAL RELATIONSHIPS: Reports to Executive Director, Executive Assistant, Section 8 Coordinator.

COORDINATES WITH: Executive Secretary, Section 8 Coordinator, and Maintenance Mechanic

EXTERNAL RELATIONSHIPS: Authority Applicants, Tenants, Agencies contacted for data verification.

EXAMPLES OF WORK PERFORMED:

1. Participates in the daily activities involved in accepting applications, investigating applicants, and determining eligibility, income, and rent.
2. Recommend applicants for approval to the Executive Secretary and Section 8 Coordinator with respect to occupancy eligibility.
3. Responsible for assistance in the selection process of reviewing applicant files to fill vacancies reported by project management.
4. Participates in various activities related to notification of approved applicants and processing of applicant file data.
5. Assists in the assurance that the Authority's policies and procedures as well as HUD requirements and guidelines are being observed in the day-to-day occupancy activities.
6. Responsible for the performance of re-examinations and re-determinations as assigned.
7. Recommends to the Executive Director changes in the form, size, and methods used by the tenant selection function to meet changing conditions and requirements.
8. Handles transfer requests by tenants, investigates for justification and recommends action to the Executive Director.
9. Assists administrative office personnel in performing all required activities in overall Authority operations, including maintenance of working knowledge of all functional areas for clientele communication.
10. Performs other related duties as required or assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Some knowledge of HUD manuals, regulations and handbooks.
2. Some knowledge of Housing Quality Standards.
3. Working knowledge of Office Management Principles.
4. Considerable communication and public relations skills.
5. Working knowledge of internal relationships between Section 8 and other Housing Authority of Walker County, AL activities.

## QUALIFICATIONS

Possess Associate's or a Bachelor's degree specialization in Business, or any equivalent combination of training and development that provide the necessary knowledge and ability. The candidate must be proficient in a window's PC environment and various software packages.

Must possess a valid Alabama Driver's License and maintains insurability under the Housing Authority's non-owned insurance policy.

## SALARY BASED ON EXPERIENCE