

Posting #761

INTERNAL/EXTERNAL POSTING

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EMPLOYMENT OPPORTUNITY

AKRON METROPOLITAN HOUSING AUTHORITY

100 West Cedar Street

Akron, OH 44307

January 26, 2016

Job Title: Certification Specialist I
Location: Housing Choice Voucher Program
Available: Immediately
Rate of Pay,

NEW HIRE RATE	BASE RATE	SENIORITY	SENIORITY
		10 Years	20 Years
\$16.49	\$17.25	\$17.71	\$18.18

GENERAL PURPOSE

Conduct annual and interim re-examinations, ensuring that tenants receive applicable income exclusions and deductions in a timely manner, and in accordance with AMHA/HUD guidelines.

DUTIES & RESPONSIBILITIES

- 80% Conduct annual and interim re-examinations, paying attention to accuracy and deadlines. Schedule and verify appointments with tenants, verify income and assets, complete appropriate verifications, calculate new rent amount and enter all data into computer and appropriate logs, and prepare appropriate documentation. Provide accurate and timely information to tenants and owner/agents in response to questions. Issue request for tenancy approvals in a timely and accurate manner in order that tenants may move. Maintain knowledge of AMHA/HUD guidelines.
- 10% Maintain tenant files, including filing all paperwork in client files and preparing applicable logs.
- 10% Miscellaneous
 - . Prepares rent increases.
 - . Reissues certificates for Housing Quality Standards findings and relocations.
 - . Calculates retroactive rent payments.
 - . Testifies at hearings.
 - . Other duties as assigned.

MINIMUM QUALIFICATIONS

High School diploma or equivalent plus one year clerical and/or bookkeeping experience. Must have proficiency with computers.

“This is a Section 3 Covered Position and we encourage HUD Recipients to apply”

TO APPLY

Internal applicants respond by completing an internal form (AMHA 364) to the Human Resources Department by 4:30 p.m. February 1, 2016. External applicants submit resume or job application to AMHA, Human Resources Department, 100 W. Cedar St., Akron, OH 44307; e-mail in WordPerfect, Microsoft Word or Microsoft Works format to personnel@akronhousing.org or apply in person Monday through Friday from 9:00 a.m. to 3:00 p.m. **AMHA JOB LINE (330) 252-9262**