

HOUSING CHOICE VOUCHER SPECIALIST JOB OPENING

January 25, 2012

Effective immediately there is a position available for a Housing Choice Voucher Specialist.

The Housing Choice Voucher Specialist shall be under the direct supervision of the Director of Housing Choice Voucher Programs. Responsibilities shall include but not limited to the following:

1. Preparation and processing of all leases and lease related documentation in accordance with all DCHA and HUD guidelines;
2. Preparation and processing of all assisted housing program requirements and related documentation in accordance with all DCHA and HUD guidelines;
3. Preparation, input and reconciliation of all rent or housing assistance payments data;
4. Preparation processing and electronic submission of all recertification, rent adjustment, and interim change documentation in accordance with all DCHA and HUD guidelines;
5. Assist in landlord and tenant relations, as required;
6. All written and electronic record file maintenance and reporting associated with above activities;
7. All other duties as assigned by the Director of Housing Choice Voucher Programs

REQUIREMENTS

1. High School Diploma or G.E.D.
2. Valid Driver's License with a clear driving record.
3. Excellent technology skills
4. Knowledge of common electronic office equipment
5. Must be computer literate and proficient in Microsoft Office
6. Excellent interpersonal skills and ability to interact with the public.

Page Two
HCV Job Opening
January 25, 2012

7. Requires successful completion of NAHRO or Nan McKay Eligibility and Rent Calculation Certification as well as continuing educational courses and certification requirements to maintain job expectations and standards in accordance with the personnel policy.

Interested applicants are invited to submit a letter of interest to the Executive Assistant by the close of business Tuesday, January 31, 2012.