

**Housing Authority of the City of Meriden
22 Church St
Meriden CT 06451**

JOB DESCRIPTION

JOB TITLE: Leased Housing Specialist Assistant

EXEMPT:

SALARY LEVEL: Minimum: \$15.63 Maximum: \$17.49

EMPLOYEE REPORTS TO: Director of Leased Housing

DATE: August 5, 2019

SUMMARY

The Leased Housing Specialist Assistant is an administrative position responsible for day-to-day operations of the Section 8 Housing Quality Standards and Landlord correspondence, receives and fields calls. Performs technical and clerical work for the Housing Authority.

ESSENTIAL FUNCTIONS

1. Schedules Housing Quality Standard (HQS) and Special Inspections.
2. Prepares letters to Landlords and Program Participants regarding failed Inspections including but not limited to 24 hour, 30 day and Abatement letters.
3. Maintains telephone contact with field personnel.
4. Acts as back up for the work-orders system including but not limited to; receiving, distributing, and dispatching.
5. Prepares special reports on request. Types letters and documents, produces and distributes computer generated reports as required.
6. Acts as back-up for receptionist, answering calls, dropping off mail at the post office and disseminating mail to the appropriate personnel.
7. Oversees file management including scanning for document retainage as well as HCV program audit compliance.
8. Performs special projects assigned by the Director of Leased Housing.
9. Creates flyers and signs for meetings.
10. Type's form letters and files.
11. Assists with mass mailing.
12. Stamps and delivers mail to the post office for the Housing Authority.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Must be able to handle multiple tasks and prioritize assigned work
2. Knowledge of Housing Authority/Section 8 procedures and standards.
3. Must project a professional attitude and appearance.
4. Knowledge of basic office systems.
5. Sophisticated knowledge of basic office computer software including internet and e-mail systems.

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6. Good communication skills and ability to provide quality control on applicant data.
7. Ability to handle confidential information in an appropriate manner.
8. Knowledge of computer programs: MS Word, Excel, and HAB.
9. Bilingual in Spanish and English, preferred.

EDUCATION AND EXPERIENCE

High School diploma, trade school diploma, or general equivalency diploma is required. Associate Degree, Bachelor's Degree preferred.

One year of practical experience in the position with similar responsibilities.

OTHER

Valid Driver's License. Please send cover letter with resume.