

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Certification Specialist II
Reports to: Contract and Leasing Supervisor
Department: Housing Choice Voucher Program
Date: June 2012
FLSA Status: Non-exempt

General Purpose:

Conducts initial certifications and briefings. Issues vouchers for new admissions. Determines rent figures for contracts. Processes rent increases. Prepares contracts and addendum and maintains database.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- 40% Prepare contracts, leases and addendum for initial move-ins, transfers and utility contract changes. Calculate tenant rent. Prepare move-in packets. Verify income, assets and family composition. Complete appropriate logs for various items. Enter tenant/landlord information into computer. Calculate rent adjustments and retroactive rent payments. Process rent increases. Prepare and process rent reasoners. Determine rent amount and make offer to landlord (pre and passed rent offers). Process payment paperwork for accounting department and ensure payment is distributed to landlord.
- 25% Schedule and conduct initial certification and briefings to provide information (e.g., rent and deposit terms) about the HCVP program to groups of prospective tenants as well as on an individual basis.
- 30% Provide information over the phone and in person (walk-ins) to tenants and owner/agents in response to questions. This may include status check inquiries, questions about specific programs, and other general inquiries.
- 5% Miscellaneous
 - Provides landlords with HAP contracts, leases and official statements for signature.
 - Prepare vouchers and RTA's for transfer clients as needed.
 - Testifies at hearings as needed.
 - Other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

Demonstrates general knowledge of the department's purpose and functions; demonstrates basic math skills and abilities; provides excellent customer service to tenants, landlords, and AMHA colleagues; demonstrates ability to organize and prioritize tasks.

Minimum Qualifications, Education and Certifications:

High school diploma or equivalent plus a minimum of two years certification work experience. Rent calculation certification is preferred, but required within one (1) year of employment. Must possess a valid Ohio driver's license and be insurable under AMHA policy.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.