

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Certification Application Specialist
Reports to: Housing Manager
Department: Wilbeth-Arlington Homes
Date: April, 2002
FLSA Status: Non-exempt

General Purpose:

Complete annual and interim re-certifications, tax-credit paperwork, applications and other office duties.

Essential Duties and Responsibilities:

60% Conduct annual and interim re-certifications within established time frames. Prepare rent changes. Schedule move-in and move-outs. Prepare tax credit documentation. Provide quality customer service to clients.

20% Prepare and process applications for residency. Complete forms to update information as needed from previous landlords. Check for possible balances from previous tenancy.

10% Perform bookkeeping and miscellaneous office work, such as verify and file information, print daily reports, enter charges and adjustments into MLS, type letters, fax documents, etc.

10% Miscellaneous

- Process damage claims
- Answer telephone and attend to any issues
- Maintain work orders
- All other secretarial duties
- Processes collections and accounts receivables
- Types collection letters
- Assists with maintenance and housekeeping scheduling.

Minimum Qualifications, Education and Certifications:

High school diploma (or equivalent) plus a minimum of one year clerical, data entry and/or bookkeeping experience. Good math skills; skilled on 10-key calculator, computer and office equipment. Previous experience with federal or state eligibility certifications preferred. Public Housing and/or Section 8 Occupancy certification preferred. 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.