

**AKRON METROPOLITAN HOUSING AUTHORITY**

**Job Title:** Certification Specialist I  
**Reports to:** HCVP Manager  
**Department:** HCVP  
**Date:** April, 2002  
**FLSA Status:** Non-exempt

**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.

**Essential Duties and 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, Education and Certifications:**

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

**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.