

**AKRON METROPOLITAN HOUSING AUTHORITY**

**Job Title:** Certification Specialist II  
**Reports to:** Leasing and Contract Supervisor  
**Department:** Section 8  
**Date:** April, 2002  
**FLSA Status:** Non-exempt

**General Purpose:**

**Conducts initial certifications and briefing. Issues voucher for new admissions. Prepares contracts and addendum and maintains database.**

**Essential Duties and Responsibilities:**

- 60% Prepares contracts and leases for initial move-ins and addendum for annual and interim re-examinations. Calculate client rent. Prepare move-in packet. Verify income and assets and family composition, complete appropriate logs, and prepare appropriate documentation. Enter tenant/landlord information into computer.
- 25% Schedule and conduct initial certification and briefings to provide information (e.g., rent and deposit terms) about the Section 8 program to groups of prospective tenants.
- 10% Provide information to tenants and owner/agents in response to questions.
- 5% Miscellaneous
  - Provides landlords with HAP contracts, leases and official statements for signature..
  - Calculates rent adjustments and retroactive rent payments.
  - Testifies at hearings.
  - Other duties as assigned.

**Minimum Qualifications, Education and Certifications:**

High school diploma or equivalent plus a minimum of two years certification work experience. 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.

