

**AKRON METROPOLITAN HOUSING AUTHORITY**

**Job Title:** Housing Placement Clerk  
**Reports to:** Housing Placement Manager  
**Department:** Housing Placement Services  
**Date:** April, 2002  
**FLSA Status:** Non-exempt

**General Purpose:**

Responsible for determining the eligibility for housing assistance through the preparation, verification and maintenance of applicant documentation, in addition to monitoring wait lists and daily vacant unit listings needed for placement.

**Essential Duties and Responsibilities:**

- 30% Prepare and maintain applicant files for placement and/or referral to other Authority departments according to eligibility criteria. Enter applicant and occupancy information into the computer and complete all necessary documentation. Determine eligibility in accordance with the Authority's Admissions and Occupancy Policy.
- 10% Update and maintain current applicant wait list.
- 20% Schedule placement appointments and interview applicants utilizing standard procedures. Conduct field placement activities as required.
- 15% Conduct client orientation sessions with moderate size (20–60) groups of prospective tenants.
- 15% Research and compile data required to answer inquiries regarding applications, transfers, eligibility and other requests for admissions and occupancy information.
- 0-80% Track vacant units and ensure they are scheduled and occupied. Contact applicant from wait list. Print daily vacant unit reports, ensure files are accurate, and work with managers on schedules.
- 10% Miscellaneous:
  - Type and file occupancy reports, records and correspondence.
  - Maintain vacancy information.
  - Research outstanding balances on vacated accounts and maintain files on unpaid accounts.
  - Provides coverage for the Client Service Representative for breaks and lunch, as needed.
  - Determine ready units available to prospective tenants.
  - Pull and send Section 8 files and records for various programs.
  - Other duties as assigned.

**Minimum Qualifications, Education and Certifications:**

High school diploma or equivalent with one to two years experience in customer service, data entry and general office procedures. Proficiency with computers required. Must have a valid Ohio Drivers' License and be insurable by AMHA.

**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.