

**AKRON METROPOLITAN HOUSING AUTHORITY**

**Job Title:** Inspection Coordinator/Scheduler  
**Reports to:** Inspection Supervisor  
**Department:** Section 8  
**Date:** April, 2002  
**FLSA Status:** Non-exempt

**General Purpose:**

Coordinates and schedules inspections for rental properties that are funded by various federal funding sources, as well as resolves problems between clients, landlords and inspectors.

**Essential Duties and Responsibilities:**

**70%** Schedule and monitor inspections of Section 8 properties for multiple inspectors. Prepare and mail related inspection reports to landlords and tenants. Perform same tasks for re-inspections, appeal granted and abatement, special and initial inspections.

**10%** Provide a high level of customer service support, including telephone support, providing accurate information in response to public inquiry, and assisting with the resolution of customer complaints and concerns. Courteously and accurately explain Section 8 procedures to landlords and clients.

**15%** Process paperwork and perform data entry and ensure all records are accurate and updated. Maintain input documentation. Run correspondence and reports as required. Maintain files and logs.

**5%** Miscellaneous

- Performs routine office tasks such as typing, filing and maintaining routine records.
- Maintains records of requests, complaints and follow up action by staff.
- Other duties as assigned.

**Minimum Qualifications, Education and Certifications:**

High school diploma or equivalent, and a minimum of two years office experience including data entry and customer service. Working knowledge of city/county geographical area with the ability to read and interpret maps. Experience in scheduling/traffic control for multiple personnel. Demonstrated proficiency with computer software programs.

**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.**