

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Recertification Specialist
Reports to: Recertification Manager
Department: Recertification
Date: September, 2002
FLSA Status: Non-exempt

General Purpose:

Conduct annual recertifications and interim rent changes for public housing tenants in a timely manner in accordance with AMHA/HUD guidelines.

Essential Duties and Responsibilities:

- 65% Conducts accurate annual and interim recertifications and rent changes within established time frames. Interviews tenants to gather relevant information about income and family composition, prepares and sends-out third party verifications, accurately calculates rents utilizing information obtained from data gathering process, and prepares appropriate and accurate lease documentation.
- 20% Accurately enters all data into computer and on appropriate logs. Maintains accurate and up-to-date tenant files, including filing all paperwork in client files and preparing applicable logs.
- 10% Provides accurate and timely information to tenants regarding reporting requirements, HUD policies and Agency procedures. Responds in a timely manner to resident inquiries, and follows-up to ensure resident problems are resolved. Maintains an expert knowledge of applicable AMHA/HUD guidelines. Maintains positive working relationships with service providers and other social service agencies. Represents AMHA in a professional and courteous manner at all times.
- 5% Miscellaneous
 - Testifies at hearings as required.
 - Calculates rent adjustments.
 - Conducts home/site visits as required.
 - Other duties as assigned.

Minimum Qualifications, Education and Certifications:

High school diploma or equivalent plus one year clerical and/or bookkeeping experience. Proficiency with computers required.

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.