

**HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS
JOB OPENING ANNOUNCEMENT FOR
Eligibility Specialist I/II**

MONTHLY SALARY: ES/I \$2,339 - \$2,851, ES/II \$2,996 - \$3,651

APPLICATION DEADLINE: OPEN UNTIL FILLED

APPOINTMENT: Open

Housing Authority Application and completed questionnaire required to apply for this position. Forms available from our website www.stancoha.org

APPLICATION AND SELECTION PROCESS:

To apply for this position applicants must complete and submit a Housing Authority Employment Application and supplemental questionnaire which may be obtained by calling (209)557-2000, or by written request from Personnel, Housing Authority of the County of Stanislaus, P.O. Box 581918, Modesto, California 95358-0033. Applications received on or before the deadline date will be screened for minimum qualifications. Applicants who are most qualified will be invited to participate in a practical test. Finalists passing the practical test, within the required percentage range, will be invited to appear for an oral panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Deputy Director, Section 8 Housing Assistance Program who will interview the most qualified applicants. The successful candidate will be required to complete a Housing Authority paid, physical examination which will include a drug/alcohol screening. The examination is to certify the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act) in addition to the Authority's drug free work place requirements.

OTHER

< Applicants must be able provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

BENEFIT INFORMATION

- < Annual leave - 10 to 21 days per year.
- < 13 paid holidays per year.
- < Sick leave accrued at the rate of one (1) day per month.
- < Insurance Coverage-The Authority currently contributes toward the medical, dental, vision, and life insurance combined monthly premiums.
- < Retirement-The Authority is a member of the Public Employee's Retirement System(PERS) and pays 6% of the employee gross to the PERS retirement plan.
- < The Authority offers two voluntary Deferred Compensation Plans
- < The Authority participates in Social Security
- < The Authority offers a Section 125 (Flexible spending) plan.

The Housing Authority of the County of Stanislaus is an equal opportunity employer. The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable effort in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209)557-2000(voice) or

(209)557-2012(TDD).

HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS
JOB OPENING ANNOUNCEMENT FOR
Eligibility Specialist I

SUMMARY

Reviews and conducts tenant eligibility determinations of applicants and participants of subsidized housing programs; assists in the coordination of Section 8 activities with other departments and outside agencies

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Section 8 Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- § Prepares lease documents and contracts.
- § Distributes materials to tenants and landlords.
- § Computes rent amounts and assesses housing subsidies for program participants.
- § Conducts orientations for program participants.
- § Answers questions and provides information to the public. Resolves tenant/landlord issues.
- § Establishes and maintains files for housing program participants.
- § Enters data into computer system

NON-ESSENTIAL DUTIES

- § Gathers statistical data and prepare reports as required.
- § Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Knowledge of:

Basic interviewing techniques.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Basic report and letter writing

Ability to:

Interpret and apply Federal, State and local policies, procedures, laws and regulations.
Identify and respond to public and Authority issues and concerns.
Communicate clearly and concisely, both orally and in writing

Establish and maintain cooperative working relationships with coworkers and the public.

EDUCATION and EXPERIENCE:

High school diploma or general education degree (GED) and one year of responsible eligibility, social work experience or educational courses related to social services may be substituted for work experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

