

INTERNAL JOB POSTING

DATE:	January 15, 2020
JOB TITLE:	Leasing Specialist
REPORTS TO:	Director of Housing Choice Voucher
WORK HOURS:	Monday – Friday, 8:00AM – 5:00PM
SALARY:	Negotiable
DEADLINE:	January 24, 2020 by 5:00pm

JOB SUMMARY:

This position is responsible for performing a variety of functions associated with interviewing, determining continued eligibility, and maintaining an assigned caseload for the Housing Choice Voucher program following PHA, HUD, and all other applicable guidelines for both the landlord and the tenant. This includes, but is not limited to; setting up HAP contract agreements, calculating rent, preparing notifications, maintaining documentation and filing, processing tenant changes to status, submitting adjustment log in accordance with due date and review trial check runs, working with clients and landlords to resolve issues and concerns, and preparing monthly reports as required.

QUALIFICATIONS:

- High school diploma supplemented by college courses or equivalent experience in public housing; or any combination of education and experience that provides the necessary skills and abilities.
- Knowledge of applicable local, state, and federal statutes, rules, regulations, ordinance codes, and other governing documents.
- Knowledge of the principles of records and file management.
- Knowledge of basic mathematical calculations.
- Good communication skills both orally and in writing, and interpret and follow instructions.
- Skilled in applying the principles of customer service and customer care to maintain harmonious relations with the tenants, the Authority, and the landlords.
- Proficient user of modern office equipment and computer applications, including but not limited to Microsoft Word and Excel and the internet as related to the work.
- Must be able to obtain Housing Choice Voucher Rent Calculation certification and Housing Choice Voucher Occupancy certification within 1 year.

HOW TO APPLY:

Interested applicants who meet the minimum qualifications, should submit letter of interest and a resume by the deadline to:

Name: Kari Daugherty, Human Resources Director
Address: 100 S. Richard Pryor PL – Peoria, IL 61605
Email address: kdaugherty@pha.peoria.il.us
Fax: (309) 677-7301

Only qualified candidates will receive an interview. – Equal Opportunity Employer