



Housing Authority of Maricopa County

## **EMPLOYMENT OPPORTUNITY**

**Job Title:** Housing Specialist – Housing Choice Voucher (Section 8)

**Location Address:** 2024 N. 7<sup>th</sup> Street  
Phoenix, AZ 85006

**Conditions of Employment:** This is a full-time, nonexempt, classified position

**Hiring Salary:** \$15.64 to \$19.74 per hour  
(equivalent to approximately \$32,542 to \$41,059 per year)

**Closing Date:** **October 4, 2010 (Reposting)**

### **Job Summary:**

Manages annual and interim tenant recertifications; interviews S8 tenants to verify eligibility data and occupancy information and calculate rent in accordance with HAMC policy and HUD rules and regulations; manages client relationships with tenants and transferring applications; explains housing program rules, procedures, forms, and standards to clients and potential clients; processes requests for inspections and assures timely completion; conducts rent reasonable surveys for client properties; maintains absolute confidentiality of work-related issues and client records; performs clerical and administrative duties, including data entry, preparing and processing various documents, and maintaining files; perform services related to the day-to-day operation of the HCV program; and provide services, information and assistance to HCV applicants and participants within scope of authority.

### **Preferred Knowledge and Skills:**

- Knowledge of HUD housing program regulations and eligibility requirements.
- Knowledge of HCV portability requirements.
- Knowledge of community services agencies and other local assistance programs.
- Skill in evaluating case management issues with ability to take action with regard to client needs.
- Skill in reporting and documentation.
- Skill in establishing cooperative working relationships with community service and housing agencies.
- Skill in interacting with different social, economic and ethnic backgrounds.
- Skill in verbal and written instructions.
- Skill in using computer and HAB system.

### **Qualifications:**

High School Diploma or GED equivalent AND three (3) years Housing Choice Voucher (Section 8) case management experience. Good computer skills, including Microsoft Word and Excel; specific HUD technical certifications preferred; knowledge of HAB system desired. Valid Arizona Driver's License may be required.

### **The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a drug screen and background check for new employees.**

Applicants must be truthful and accurate and avoid providing inconsistent information, incorrect dates, partial or incomplete information when completing the application and any supplemental documents. Falsifying or omitting information during any stage of the selection process, may make you ineligible for

consideration or continued HAMC employment.

**Work Environment**

Work is performed in an office environment

**Filing Process**

Your completed online application must be by 5:00 p.m. on the identified recruitment closing date, if any.

If you need assistance completing your application, please visit the Human Resources Department located at Suite 201, 2024 N. 7<sup>th</sup> Street, Phoenix, AZ 85003-2145.

**Equal Employment Opportunity**

It is the policy of the Housing Authority of Maricopa County (“HAMC”) not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer.

The HAMC Human Resources Department provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact HAMC Human Resources at 602-744-4500 if you believe you may require assistance.