



**EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

Position Title: OCCUPANCY SPECIALIST

Announcement No. 10-003

THIS ANNOUNCEMENT IS OPEN TO ALL INTERESTED CANDIDATES

DEPARTMENT: Section 8 Department
SALARY RANGE: \$41,662 - \$66,664 per annum

OPENING DATE: Thursday, January 14, 2010
CLOSING DATE: Until Filled

NOTE: THIS ANNOUNCEMENT IS BEING REVISED TO REFLECT THE AGENCY'S NAME CHANGE TO SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY (SNRHA). This position is being advertised to establish an Open-Competitive and Promotional List to fill present and future vacancies that may occur within the next six months. If you previously applied for this position, you need not reapply.

DESCRIPTION OF DUTIES: The Incumbent will perform a variety of duties involved in the issuance of Section 8 Housing Vouchers and will assist tenants and property owners under the Section 8 Housing Programs. The incumbent will also review verified applications, determine eligibility for Section 8 Housing Program assistance, contact prospective new applicants, and explain the Section 8 Voucher Program. Prepare lease documents for new tenants; sign up tenants; calculate rent; prepare final verification documents for tenant's signature; prepare lease amendments; and contact landlord and tenant to ensure Section 8 Housing guidelines are followed. Re-certify; prepare correspondence with various agencies, landlords, and businesses to verify tenant data including total family income, current assets and family composition, recalculate rent and prepare amendments to current lease. Gather statistical data and prepare reports and establish and maintain complete files.

QUALIFICATIONS REQUIREMENTS: Applicants must show any combination of experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: One (1) year of responsible program eligibility or social work experience. Preference will be given to those applicants with Public Housing Authority, Certified Eligibility and Rent Calculation experience.

Education: Education equivalent to a High School graduation. Additional specialized training in social science or a related field is desirable.

NOTE: As a condition of employment, this position requires that the incumbent possess or be able to obtain a Rent Calculation Voucher Certificate from a HUD approved certification agency within the first year of employment.

EVALUATION AND SELECTION FACTORS: Applicants who meet the basic qualifications defined above will be further evaluated on the following essential job functions which have been determined to be essential to successful job performance. In addition, applicants who do not show the ability to successfully perform the essential job functions will not be considered for this position. **Therefore, to receive full credit, it is to your advantage to address the essential functions thoroughly in your application or on the reverse of this announcement.** The following essential functions may vary depending upon position to be filled.

1. Ability to certify applicants for rental assistance.
2. Ability to calculate rent and determine subsidy.
3. Ability to process re-certification.
4. Ability to interpret and apply a variety of rules and regulations.
5. Ability to prepare reports and maintain a variety of written and statistical information.
6. Ability to communicate verbally and in writing with clients, co-workers and supervisors.

Motor Vehicle Operator Identification: Selective must (1) possess or have the ability to obtain a valid Nevada Driver's License, (2) have a safe driving record, and (3) show proof of liability insurance, if driving personal vehicle on Authority property.

Supplemental Information: Satisfactory result of a pre-employment drug screening test is required. This is a non-exempt position and is also eligible for participation in the bargaining unit which now represents Las Vegas Housing Authority Employees.

HOW TO APPLY: Applicants must submit (1) A complete, up-to-date Housing Authority Employment Application, SNRHA Form Admin2 (revised 01/10), (**Resumes will not be accepted**); (2) The questionnaire on the reverse addressing the above **Essential Functions** to be used in the evaluation process, and; (3) Affirmative Action Questionnaire, attached to the application form (voluntary). Applications may be obtained from the Human Resources Department, our website www.haclv.org, www.haccnv.org or by calling (702) 922-1634, TDD (702) 386-0789. Completed documents should be delivered or mailed to the Southern Nevada Regional Housing Authority, 5390 East Flamingo Road, Las Vegas, Nevada 89122. **Submission of the Application for Employment is MANDATORY.** Materials must be complete to be properly evaluated. Failure to satisfactorily demonstrate that you fully meet the employment requirement will result in disqualification. Additional information will not be accepted after the closing date. Only the most qualified applicants will be invited to participate in the oral examination.

Applications must be received in the Human Resources Department by 5:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned.**

Notice to all disabled applicants: Testing arrangements to accommodate impairments of disabled persons may be made by contacting the Human Resources Department.

