

**COMMUNITY REHABILITATION PROGRAM EXAMINER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of a variety of assignments in connection with making eligibility determinations, and processing of applications or case records in a Community Housing Rehabilitation Program. The work involves the review of financial or credit records and applications and direct interviews with program applicants. Incumbents will also be liaison between program applicants and banking or other government agencies. Work is performed under supervision with leeway for using independent judgment in the handling of individual cases.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Arranges appointments with owners of residential structures to explain Federal Rehabilitation Program and describe the scope of services available to participants;

Reviews application forms to determine that all statements are complete and consistent with other information provided;

Where necessary, ask applicant appropriate questions and makes necessary additions or corrections to application form;

Gathers financial, employment, and credit information for use in making a determination for participation under the program;

Makes an evaluation of applicant's eligibility for participation under the program;

Assists in the preparation of documents enabling property owners to secure private funding;

Coordinates program activities with activities of other governmental, social services, or banking agencies as may be appropriate;

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May assist in preparation of specifications, cost estimates, and other program reports or records;

May perform occasional clerical duties.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of HUD regulations pertaining to the administration of a Community Rehabilitation Program under the Small Cities Program; familiarity with other laws, rules and regulations, as they affect eligibility; working knowledge of social service, unemployment insurance, and other programs which may affect rehabilitation program eligibility; ability to deal effectively with others; ability to analyze facts obtained and use facts in making judgments regarding eligibility; ability to follow complex oral and written instructions; ability to prepare fiscal and other reports; initiative; and emotional maturity.

**MINIMUM QUALIFICATIONS**: Graduation from high school or possession of a high school equivalency diploma and either:

- (A) Possession of a Bachelor's Degree from a regionally accredited or New York State registered four (4) year college; or
- (B) Four (4) years experience in examining, investigating, or evaluating claims for assistance or insurance under a program operating under established criteria for eligibility; or
- (C) An equivalent combination of training and experience as defined in (A) and (B) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT**: Possession of a valid New York State Motor Vehicle Operators License.

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**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: January 12, 1979

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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