

HOUSING REHABILITATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of a variety of assignments in connection with interviewing applicants for housing rehabilitation grants, determining their eligibility and processing their applications. The work involves the review of financial records and direct contact with program applicants. Incumbent will also work closely with the communities receiving grant monies. 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.*

Provides outreach services by arranging appointments with owners of residential structures to explain Federal Rehabilitation Programs and describe the scope of services available to participants;

Assists interested persons in the process of applying for grants;

Reviews applications for completeness, collects and verifies information as necessary to make eligibility determinations;

Conducts personal interviews with an applicant;

Performs applicant correspondence activities;

Handles public inquiries pertaining to program;

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

May coordinate program activities with activities of other public and private agencies as may be appropriate;

Assists in the preparation of performance and other reports as needed;

HOUSING REHABILITATION ASSISTANT

Page 2

May be required to operate a personal computer using standard word processing and spreadsheet applications;

May perform clerical duties as needed, such as setting up filing systems;

Performs such administrative duties as establishing local programs according to set procedures and keeping accurate records of program progress on a case-by-case and overall basis;

Travels to local program sites on a regular basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

TERISTICS: Knowledge of HUD Regulations pertaining to the administration of a Community Rehabilitation Program under the Small Cities Program; familiarity with laws, rules and regulations that affect eligibility requirements; working knowledge of social service, unemployment insurance and other programs which may affect program eligibility; ability to deal effectively with persons of diverse socio-economic backgrounds; ability to analyze facts obtained and use them in making judgments regarding eligibility; ability to follow oral and written instructions, while independently carrying them out; **ability to learn to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases;** ability to prepare financial and progress reports; initiative; and emotional maturity.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree; or
- (B) Possession of a high school or equivalency diploma and two (2) years of clerical, account clerical, or community service experience involving direct contact with the public; or
- (C) Equivalent combination of training and experience as described in (A) and (B).

NOTE: Possession of a valid motor vehicle operator's license at the time of appointment is required.

Y:\CLASPLAN\Housing Rehabilitation Assistant.doc

Last Reviewed: October 7, 1981

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 7/22/04

New requirement folder 02/09/09

Revised and Replaced in Classplan: 2/10/2023