

## **HOUSING SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of a variety of clerical and technical tasks in connection with the administration of a housing and rent subsidy program. Duties include the review and evaluation of applications and records, direction of interviews with applicants, substantial public contact in securing dwelling listings, and performance of clerical tasks as required. Work is performed under direct supervision using independent judgment in carrying out most job duties.

### **TYPICAL WORK ACTIVITIES:**

Secures listings of housing units and facilities leasing of units by participants;

Contacts dwelling owners, real estate brokers, and civic organizations to secure listings of units;

Advises persons in need of housing of available units;

Assists families in finding suitable housing;

Assists in filing of applications for eligibility under a rent subsidy program;

Inspects residences of applicants to determine if unsanitary or unsafe conditions are indicated;

Evaluates applications of prospective tenants to determine eligibility for participation in a rent subsidy program, and performs appropriate investigation to document eligibility factors;

Computes family income to determine rent subsidy;

Maintains records in connection with administration of a rent subsidy program;

Prepares reports pertaining to program activities;

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

TERISTICS: Good knowledge of regulations pertaining to the specific housing or rent subsidy program being administered; Working knowledge of federal, state, and local laws, rules, regulations, and codes pertaining to housing; Ability to deal effectively with others; Ability to analyze facts obtained and use facts in making judgments regarding eligibility; Ability to understand and follow complex oral and written instructions; Some clerical aptitude; Tact; and Emotional maturity.

### MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a high school or equivalency diploma and two (2) years of clerical, account clerical, community service, or similar work experience involving direct contact with the public; or
- (B) Three (3) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Completion of course work at a college or university can be substituted for work experience on a year for year basis thirty (30) credits being equated to one year of work experience.

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Last Reviewed: April 9, 1984  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/10/2023