

SECTION 8 HOUSING PROGRAM ASSISTANT

182-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the Section 8 Housing Program Coordinator in carrying out the duties and responsibilities for obtaining adequate housing for Section 8 Housing Choice Voucher Program participants. Under this program, rental assistance is provided and arrangements are made to obtain decent, safe and sanitary housing at reasonable cost. This position involves public contact and interviewing of families or individual participants to determine their eligibility for assistance under the program. The work is performed under the general supervision of the Section 8 Housing Program Coordinator or Director with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is not a function of this position. The incumbent does related work as required.

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.*

Interviews and accepts applications from families and individual participants to determine eligibility for assistance under the Section 8 Housing Choice Voucher Program;

Under the direction of the Section 8 Housing Program Coordinator, reviews and approves leases and executes a Housing Assistance Payments contract with program participants;

Inspects housing units prior to occupancy and periodically thereafter to assure they are maintained in a decent, safe and sanitary condition and comply with the HUD Issued Housing Quality Standards (HQS);

Explains housing quality standards to property owners and/or their agents participating in the Section 8 Housing Program;

Determines eligibility to participate in the housing program and issues a voucher of participation including lease provisions;

Reviews requests from participants who have located a decent housing unit for lease approval and determines validity of contract terms for rent reasonableness;

Reevaluates family income annually and determines amounts of rental required from the family to assure contract compliance;

Maintains waiting lists for participants whose applications are under consideration for eligibility determination;

Performs clerical duties.

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

TERISTICS: Good knowledge of interviewing techniques; working knowledge of applicable provisions of the Public Housing Law and Housing Assistance Payments Program; working knowledge of current computer based software; ability to review and analyze applications of prospective tenants for subsidized housing; ability to deal with landlords and families seeking housing; ability to keep records and prepare reports; tact; and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of an equivalency diploma and one year of full-time paid experience in examining, investigating or evaluating claims for assistance or in real estate, or relocation office aiding clients or participants to obtain housing or a similar program operating under established criteria for eligibility; or

- (B) Two (2) years of experience as described in either (A) above; or
- (C) An equivalent combination of experience as defined within the limits of (A) and (B) above.

Note: Successful completion of coursework in the human services field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience.

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.