



Job Posting

Position: HCV Specialist

Summary: The Phenix City Housing Authority (“PCHA”) is seeking qualified candidates for the position of HCV Specialist. The incumbent will conduct initial assessments of individuals interested in the Housing Choice Voucher (HCV) program and to maintain the waiting list in accordance with established procedures. The incumbent receives information from residents, verifies information, makes interim adjustments based on the information, and enters information into the computer, and processes applications or interim adjustments by verifying income and other data in accordance with established procedures and regulations. This position is also responsible for maintaining relevant files and records.

Experience/Education Requirements: Associate’s Degree in Business or related field and two (2) years of work experience that involve dealing with the public and using a computer. An equivalent combination of education and experience may be considered. Must possess a valid Driver’s license and be insurable under the Authority’s plan. Must be eligible for coverage under the Authority’s fidelity bond.

Compensation: PCHA offers a comprehensive and competitive benefits package. Salary is commensurate with experience and qualifications.

To apply for this position please submit resume, cover letter, and salary requirements to gHall@pchousing.org.