

Job Description
Troy Housing Authority
Section 8 Multifamily PBRA Intake-Leasing Specialist

Summary

Dispense and receive pending applications for Section 8 Multifamily PBRA program and process in accordance with established procedures. Handle eligibility interviews for pending households in accordance with established procedures. Manage all waiting list procedures. Perform move-in of eligible households to the program. Perform move-out procedure for vacating households. Assist with other items as needed.

Minimum Qualifications

High school diploma or GED Certificate plus 2 years of clerical experience involving public contact and use of computer systems, or an equivalent combination of education and experience. Intake experience is preferred.

Other: Valid Alabama Driving License
Ability to be insured under the Authority's automobile policy
Ability to be covered under the Authority's fidelity bond

Troy Housing Authority is an Equal Opportunity Employer and Drug-Free Workplace

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.