

# Housing Choice Voucher (HCV) Specialist

**Department:** Section 8 Housing Choice Voucher

**Reports To:** Housing Manager

**FLSA:** NE

## Summary

Take and process applications for waiting list, as needed, and conduct initial assessment and making initial eligibility determinations. Manage assigned vouchers by conducting interim reviews and reexaminations. Schedule appointments for annual re-examinations, generate appointment letters and conduct interviews. Enter information in computer and process recertification, including verifying income and other data in accordance with established procedures and regulations. Maintain files and records. Receive information from clients regarding family composition, income, etc., verify, and make interim adjustments based on information. Respond to inquiries by clients and landlords

**Pay Rate:** \$32,917.75 (\$15.83/hr.) - \$49,376.62 (\$23.74/hr.) Pay rate will be determined upon experience.

**Announced:** September 11, 2023

**Closing:** Open till filled. Application review will begin Tuesday, September 12, 2023

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

## Minimum Qualifications

Associate Degree in business or related field plus 2 years of work experience that involved dealing with the public, and using a computer, or an equivalent combination of education and experience. Experience in Housing Choice Voucher Program, and/or public housing preferred.

**Other:** Valid Driving License

Certification in Section 8 Housing Choice Voucher Specialist (Must be obtained within one (1) year of (employment)

Ability to be insured under the Authority's vehicle policy

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.