



EMPLOYMENT OPPORTUNITY  
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

**Position Title: Senior Eligibility Specialist**

**External/ Internal Posting**

**Announcement No.: 22-024**

**DEPARTMENT:** Eligibility Department  
**SALARY RANGE:** \$45,781 - \$73,237 per annum

**OPENING DATE:** Wednesday, May 11, 2022  
**CLOSING DATE:** Wednesday, May 25, 2022 or  
**To first 25 applicants**

**POSITION SUMMARY:** Under general supervision of the Eligibility Manager, this position performs technical and clerical duties in the determination of applicant's eligibility for public housing and Housing Choice Voucher (HCV) programs in accordance with established SNRHA policies. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

**SUPERVISION EXERCISED:** No direct supervision.

**ESSENTIAL JOB FUNCTIONS/DUTIES:** Primary essential job functions are listed below.

- Notify applicants of housing rules and explain the Authority's and HUD regulations.
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.
- Support the relationship between SNRHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff.
- Complete quality control of files in accordance with Housing Authority policy and procedures.
- Maintain offer and production reports as required.
- Track statistical data as required for internal and external reporting; maintain client records to meet Housing and Urban Development (HUD) and SNRHA standards; maintain records of activities, and submit weekly, monthly, quarterly, and annual reports as required.
- Process and track files, records, reports, and legal documents; check wait lists, property availability, and client's status; access and locate information as required.
- Train and provide technical assistance to Eligibility Specialists as required.
- Process, track, and refer files for project-based programs and maintain working relationship with management.
- Offer units in accordance with Authority policy and HUD regulations.
- Assist in evaluating workflow, production, performance, and quality of team members' work.
- Ensure adequate files are maintained for future offers and advise management of shortfalls in accordance with Housing Authority policy and procedures.
- Complete quality control of all team members files to ensure regulatory compliance and compliance with department procedures.

**MINIMUM REQUIREMENTS:** Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**Experience:** Three (3) years progressively responsible experience in a public housing assistance program. Some positions may require English/Spanish language skills.

**Education:** High School diploma or GED.

**LICENSES AND CERTIFICATIONS:** Must possess or be able to obtain Public Housing and HCV Rent Calculation and Eligibility certifications within one year of employment.

**KNOWLEDGE/SKILLS/ABILITIES:**

1. Knowledge of SNRHA policies and procedures.
2. Knowledge of HUD and other Federal and State public housing program regulations and eligibility requirements, including Code of Federal Regulations (CFR) and HUD standards and procedures.
3. Knowledge of principles of record keeping and records management.
4. Ability to explain Housing Authority programs, policies, and procedures.
5. Ability to perform a variety of clerical duties with speed and accuracy.
6. Ability to respond to requests and inquiries from the general public.

**Computer skills required include:** Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Yardi.

**Motor Vehicle Operator Identification:** Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

**EVALUATION AND SELECTION FACTORS:** Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

**Supplemental Information:** This is a **non-exempt** position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

**PRE-EMPLOYMENT DRUG TESTING & BACKGROUND CHECK:** Satisfactory results of the pre-employment drug test and background check are required.

**Equal Opportunity Employment Policy:** SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

**HOW TO APPLY:** All interested candidates must complete an Employment Application, with an updated resume attached. Applicants can visit [www.snrha.org](http://www.snrha.org), click on employment tab to complete an Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

**Notice to Disabled Applicants:** To request an accommodation contact the Human Resources Department.

APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION  
BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS. AFFIRMATIVE  
ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.