



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Housing Assistant Specialist II
External/Internal Candidate

Announcement No.: 22-027

DEPARTMENT: Public Housing Operations
SALARY RANGE: \$43,597 - \$69,722 per annum

OPENING DATE: Tuesday, May 17, 2022
CLOSING DATE: Until Filled

DESCRIPTION OF DUTIES: Under direct supervision of the Asset Manager, this position is responsible for assisting in the day-to-day operation of one or more of SNRHA's public housing developments. The incumbent will perform administrative and clerical duties required to assist in keeping the day-to-day operations running smoothly within the assigned site, while assisting in meeting the department occupancy and financial goals. 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.

- Perform a wide variety of general clerical duties, including organizing, compiling, and recording various data and resident files; prepare leases and/or lease addendums; conduct annual and/or interim eligibility reviews; receive and respond to telephone calls; and routine requests for information in an accurate and timely manner.
- Prepare or assist in technical and financial reports on operations and activities of property weekly and bi-monthly as required by supervisor. These reports include (but are not limited to) vacancy reports, aged receivable reports, rent surveys, and status reports for assigned property.
- Provide excellent customer service. Work with supervisor to investigate and assist with residents with resolving complaints and/or grievances and/or challenges. Enforce lease agreements; notify residents of lease violations; confer with residents regarding violations, as needed; recommend and implement solutions to violations. Prepare and send violation letters to residents as required by lease and SNRHA policies, and take appropriate action in order to ensure the continued smooth operation of the property while staying in compliance with tenant landlord law and SNRHA policies.
- Assist with the process and serve preliminary eviction proceedings as required by SNRHA policies and tenant landlord law this includes but is not limited to; preparing and serving non-payment of rent notices; preparation of required court documents; attend grievance hearings, and court hearings as required.
- Determine resident compliance in accordance with SNRHA lease and ACOP.
- Assist in implementing, and monitoring agency and site goals, policies, and objectives. This includes but is not limited to; assisting in the review of monthly expenses.

MINIMUM REQUIREMENTS:

Work Experience: Two (2) years of program eligibility or clerical work, preferably in a public sector agency serving low-income clientele and two (2) years' experience in clerical, social work.

Education: High school diploma or GED equivalent.

Licenses and Certifications: Possession of the Rent Calculation Certification or must be able to obtain the Rent Calculation Certification within one year of employment.

KNOWLEDGE/SKILLS/ABILITIES:

1. Ability to work and assist clients from a diverse social and economic background.
2. Ability to verify client's information and assist them with available services.
3. Ability to communicate verbally and in writing with clients, co-workers, supervisors and managers.
4. Knowledge of preparing reports, maintaining files and typing a variety of materials.
5. Ability to perform receptionist duties and work with people while representing the department.
6. Ability to operate and maintain computer records

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.

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.

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 is 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 submit an Employment Application, with an updated resume attached. Applicants can visit 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.

QUALIFIED 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.