



# VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

## CERTIFIED OCCUPANCY SPECIALIST – HARBORVIEW TOWERS

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**Department:** Harborview Administration  
**Reports to:** Monica Ratley - HVT Housing Manager  
**Job Type:** Regular-Fulltime – Union 2311      **FLSA Code:** Non-Exempt  
**Rate:** \$ 16.14/hourly  
**Posting Internally:** 12/15/2017  
**Expires:** 12/29/2017

### Position Summary:

Report to the Site Manager. Provide clerical support to the Site Office. Perform all required typing, copying and coordination of all paperwork for the Site Manager, including ordering all necessary supplies for copier, fax and other related equipment. Monitor and adhere to policies and procedures. Capacity in determining priorities and managing multiple projects commensurate with Housing Authority standards. Clarifying and handling occupancy certification standards and training other clerk typists when needed. Maintain a high degree of rent calculation accuracy.

### Key Duties/Essential Job Functions:

1. Type a wide variety of material including correspondence, reports and forms.
2. Set up and maintain all files required for operation of the office. Make changes to files, as required on family composition and income. Maintain files on all verified information.
3. Interview applicants to obtain background information, to clarify questions pertaining to occupancy and eligibility requirements for public housing.
4. Assemble and organize information received from various agencies regarding family income, expenses, etc. to determine eligibility.
5. Receive and transmit a variety of information by telephone from applicants, residents, other offices of the Housing Authority, and others.
6. Process applications for apartments, rents and transfers. Assist in processing move-ins, move-outs and transfers within the sites.
7. Assist in the continual review of active residents and in verifying continuing resident eligibility during annual reviews and updates.
8. Calculate rent based on income of the resident and HUD regulations with a high degree of accuracy and conduct annual re-certification.
9. Clarify questions pertaining to occupancy certification standards and income. Explain rules, regulations, and eligibility requirements for public housing.
10. Enter organized information into computer program. Produce calculated work sheets with rent determination.
11. Operate common office equipment, such as a typewriter, word processor, computer terminal, calculator, photocopy machine, etc., as needed.
12. Interact with residents in assistance with Site Manager.
13. Perform other duties as assigned.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V**



*(continued...Vacancy Announcement: COS Harborview 12 15 2017)*

**Qualifications/Education:** High school diploma or equivalent, Business school courses a plus. At least two years clerical experience a must. Ability to make moderately complicated arithmetic computations. Interviewing skills involving tact, courtesy and discretion when dealing with applicants. Ability to make independent judgment on problems and issues. Must be computer literate. Minimum typing skills of (45) wpm without any errors. Must complete a course in Rent

Calculations and receive a passing grade to comply with HUD Regulations within six months. Excellent communications skills both oral and written. Must be able to follow instructions accurately. Cooperative/courteous to the public and be a team player. Work with minimal supervision. Must be computer literate. Possess a valid CT driver's license.

**Working Conditions/Physical Requirements:**

Typical office environment and able to attend meetings, trainings and travel to PCC sites unaccompanied.

**TO APPLY:**

**INTERNAL**

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**EXTERNAL**

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