



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

CERTIFIED OCCUPANCY SPECIALIST

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| Department: | Asset Management | Reports to: Site Housing Manager |
| Job Type: | Regular-Fulltime – Union 2311 | FLSA Code: Non-Exempt/ Hourly |
| Rate: | | |
| Posting Internally: | 12/16/2021 | |
| Expires: | 12/26/2021 | |

Position Summary:

Reporting to the Site Manager, the Certified Occupancy Specialist (COS), provides clerical support to the Site Office. Performs 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. The COS determines the continued eligibility of residents who are seeking affordable housing assistance. She/he will monitor and adhere to policies and procedures. Manages priorities and multiple projects commensurate with Housing Authority standards. Clarifies and handles 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, 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. Conduct annual re-certifications.
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 (Yardi). Produce calculated work sheets with rent determination.
11. Track rent payments and outstanding debt through the Yardi database.
12. Operate common office equipment, such as a telephone, computer terminal, calculator, photocopy machine, fax machine, etc., as needed.
13. Interact with residents in assistance with Site Manager.
14. Perform other duties as assigned.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V



(continued...Vacancy Announcement: COS 12.16. 2021)

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. Strong computer proficiency. Maintain compliance through HUD regulations and guidelines. Must complete a Certified Occupancy Specialist course through an approved vendor and receive a passing grade to become certified within twelve months of hire. 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. 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.