

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: ADMINISTRATIVE RESEARCH ANALYST	
MINIMUM SALARY: \$16.74 hourly/overtime eligible	
DEPARTMENT: SECURITY	SECTION: SECURITY
HOURS OF WORK: 8:00 AM - 4:40 PM	BARGAINING UNIT: EXEMPT
POSTING DATE: August 25, 2009	APPLICATION DEADLINE: Until position is filled

SUBMIT APPLICATIONS TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202

SCOPE: This position will provide administrative support to the Enforcement Manager and other staff members in the administration of CMHA's enforcement and security functions, which requires a significant degree of professionalism and confidentiality.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Answer telephone calls relating to complaints of misconduct at Public Housing and Housing Choice Voucher locations.
- Maintain databases relating to crime, calls for police service, and arrests.
- Research arrest data using various databases and Internet sites.
- Verify name and address information regarding CMHA clients.
- Prepare case files for presentation to Housing Management, Housing Choice Voucher and Legal Departments.
- Keep confidential records and file reports.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma;
- Demonstrated proficiency in Microsoft Word and Excel software applications;
- Demonstrated proficiency using Access databases;
- Strong skills in Internet and Intranet research
- Strong writing skills, with comprehensive knowledge of composition, grammar, punctuation and spelling;
- Demonstrated ability to maintain confidentiality; and
- Strong interpersonal skills, with a demonstrated ability to manage a variety of assignments simultaneously.

PREFERRED QUALIFICATIONS:

- Background in research and analysis

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check and motor vehicle check.