

**CINCINNATI METROPOLITAN HOUSING AUTHORITY
JOB POSTING**

JOB TITLE: Office Specialist I (HCV)	
MINIMUM SALARY: \$12.90/hourly (Position is overtime eligible)	
DEPARTMENT: Housing Choice Voucher	SECTION: Housing Choice Voucher
HOURS OF WORK: 8:00 AM - 4:40 PM	BARGAINING UNIT: AFSCME
POSTING DATE: February 11, 2009	APPLICATION DEADLINE: Until position is filled.

SCOPE: The position is responsible for performing a variety of clerical functions in support of the Housing Choice Voucher Department. This position provides clerical support to the Housing Choice Voucher Department staff.

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

- Prepare a variety of correspondence, reports, etc.
- Input information and extrapolate reports from the computer system relative to Housing Choice Voucher.
- Provide data entry support for the Housing Choice Voucher Manager.
- Administer the clerk support function of Housing Choice Voucher leases and contracts for new clients.
- Check the computations performed by the Housing Specialists to provide a form of checks and balances.
- Schedule meetings and conferences, including staffing the new client briefing and managing the process of receiving, copying and filing tenant verifications.
- Distribute and verify receipt of the lease and contract to new landlords in a timely manner.
- Respond to telephone inquiries from landlords relating to their leases.
- Provide back up for the front desk.
- Operate various office equipment.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent combination of education and experience.
- Demonstrated strong customer service skills.
- Type at least 40 wpm after errors are deleted
- Demonstrated proficiency in PC-base software applications (Microsoft Word, Excel, and Groupwise).
- Good basic knowledge of English grammar, punctuation and composition.
- Demonstrated ability to maintain confidentiality.
- Strong telephone skills.

The candidate must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The candidate may have no more than 4 accumulated points in 3 consecutive years.

Testing: A battery of tests to measure skills in critical areas will be administered as part of the interview process.

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.

Equal Opportunity Employer/ Equal Housing Opportunities