The Othello Housing Authority owns and manages multiple housing projects in the Othello area. We are recruiting to fill a full time Housing Clerk position

**The Position**: The successful applicant will perform case management of 130 units and determines continued eligibility of tenants and applicants, maintains waiting list and performs a variety of office and clerical duty as required.

**The Compensation**: The pay rate is $16.00 per hour.

* We offer medical, dental, vision insurance, and Public Employees' Retirement (PERS), if hired into an eligible position.
* We also offer generous paid leave and holidays.

**Requirements:**

* High school diploma or equivalent
* Strong computer skills and working knowledge of Microsoft Office (Work, Excel and Outlook)
* Good communications skills
* 10 Key
* Bilingual is helpful.

**Responsibilities:**

* Contribute to achieving the OHA mission, compliance, and the effective and efficient administration of rental assistance programs, in accordance with applicable federal, state, local, and agency regulations, rules, laws, and procedures.
* Perform administrative work involving applicant and client interviewing, eligibility status, leasing, and case management, including:
* Sends applicant correspondence including briefing information, denial letter(s) and properly removes applicants from the waiting list in accordance with HUD regulation and OHA policy.
* Conduct income certifications, re-certifications, rent adjustments, eligibility determinations, and reasonable accommodations in accordance with program guidelines.
* File or retain all expired/inactive files in accordance with records retention policy.
* Serves as primary backup for front desk duties, including:
  + Greets office visitors and clients with courteous and proper attention, ensuring proper handling of inquiries, requests and complaints.
* Attend training, read appropriate publications, and discuss with others in this field to stay knowledgeable of the changing federal regulations and policies.
* Attend regular meetings to discuss new approaches to better serve our clients and review new and current policies and procedures.
* Establish and maintain good rapport with public, family clientele and landlords; promulgate and maintain Authority policies, rules, and regulations.
* Travel to offsite locations to conduct client briefing, program orientation, and provide resource information as assigned.
* Attend training sessions that pertain to Housing as required to meet the ever-changing needs of the job requirements.
* Work closely and professionally with other public agencies and organizations that may be available for the betterment of our communities.

For application contact Othello Housing Authority office at 335 N. 3rd Ave., or call 488-3527. Position closes on May 16, 2022.

**Othello Housing Authority is an Equal Opportunity Employer**