



Housing Clerk Position

WHO WE ARE

Paul Edward's Management and Consulting (PEM) is a team of housing industry professionals with over 15 years of experience working with Public Housing Agencies, Property Management Companies, and Private Owners in need of specialized services.

PEM's motto is simple, we are committed to providing specialized quality service at its highest level. We achieve this by maintaining a business model that focuses on utilizing and optimizing resources, developing a skilled and knowledgeable work force, embracing technology, and establishing strong relationships throughout the housing industry built on integrity and trust.

PEM's experience in the housing industry has afforded us the opportunity to work with several housing agencies, in various housing markets within the states of Alabama, California, New York, Utah and Washington. We provide services in consulting, program management, staff training and development, property management, remote case management and remote certifications.

ESSENTIAL JOB FUNCTIONS AND DUTIES

- Provides general information to the public and interested parties, greets visitors, promptly responds to inquiries.
- Ability to answer inquiries from interested parties, program applicants, participants and landlords concerning eligibility, rents, etc., based on eligibility standards and continued occupancy policies for appropriate housing program(s).
- Receives, sorts, and distributes mail and faxes in a timely and accurate manner, processes outgoing mail in a timely and accurate manner.
- Organizes and maintain files, including participant records, forms, and verifications.
- Assist in gathering information for preparation of reports for Public Housing Authorities and HUD purposes. Prepare contracts and all documentation relating to resident occupancy.
- Performs and assists with essential functions of the Housing Choice Voucher Program, which will include the following:
 - Managing waitlists
 - Processing intake applications
 - Processing Requests for Tenancy Approval (RFTA)
 - Scheduling inspections
 - Preparing annual recertification packets
 - Assist with processing portability requests
 - Assist with processing rent increases
 - Perform other duties and tasks as assigned

MINIMUM EDUCATION AND EXPERIENCE

- I. Graduation from high school or equivalent.
- II. Experience working in an environment which requires a high volume of interaction with the public.
- III. Experience working with HUD, Public Housing, Section 8, LIHTC, or other low-income housing programs and regulations preferred but not required.
- IV. A minimum of 1-2 years of office/clerical experience, preferably in a social service or community service agency, which demonstrates possession of the knowledge and abilities listed below.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Ability to communicate professionally and effectively in both written and verbal form in English. Bilingual candidates are strongly encouraged to apply.
- Knowledge of general mathematics, spelling, punctuation, and grammar.
- Must maintain a neat, clean, and professional appearance and demeanor at all times. High level of tact, sensitivity, courtesy, understanding and possess excellent organizational skills.
- Ability to use various computer programs accurately and efficiently including but not limited MicrosoftOffice and Adobe Acrobat.
- Ability to work in a typical office setting and operate standard office equipment, including computers, printers, telephones, copiers, calculators and be able to lift and carry objects and materials up to 25 lbs.
- Ability to travel to different sites and locations as required to perform job requirements or obtainagency-directed training. Possession of a valid driver's license with a good driving record.

COMPENSATION AND BENEFITS

Compensation ranges from **\$18.00 - \$22.00** per hour; final determination will be based upon experience. Benefits include medical, dental, vision and life insurance. PEM also offers vacation, paid sick time and 11 paid holidays.

Work schedule shall be regular business hours, Monday through Friday, not expected to exceed 40 hours per week, unless adjustments to work schedule are required based upon operational needs. Verification of COVID-19 vaccination is required to be considered for employment.

To apply for this position please submit your resume along with three professional references to Careers@pauledwardsmanagement.com

Please be advised the hiring process will be expedited as we are looking fill this position as soon as possible.