

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:                               HOUSING ASSISTANT**

**DEPARTMENT:                       HOUSING AND REDEVELOPMENT**

**BASIC FUNCTION:**

Under general supervision, to perform specialized clerical and technical duties in the processing of the Section 8 Rental Assistance Program applications, determination of eligibility and maintenance of computerized record keeping systems; to provide clerical assistance in other affordable housing programs; and to perform other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This level is the technical support level to the Housing Specialists. Positions at the Housing Assistant level are expected to perform independently under general guidelines and may back-up the Housing Specialists in more routine duties.

**KEY RESPONSIBILITIES:**

Assist in the processing of Section 8 Rental Assistance Program applications, including but not limited to assessing eligibility requirements, providing information to applicants, verifying information on applications, scheduling interviews, and preparing related correspondence.

Answer public inquiries and provide information related to the housing programs both orally and in writing.

Maintain computerized records and database on client and housing information.

Retrieve and compile statistical reports for staff on client status, billing and in support of federal reporting requirements.

Prepare monthly warrants for assistance payments to landlords.

Maintain professional staff calendars and monthly schedule of housing inspections.

Compose routine correspondence.

Provide back-up to caseworker responsibilities as needed.

Perform general clerical duties related to other housing program activities.

Perform other related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Pertinent federal, state, and local housing laws, codes, and regulations related to Section 8 Rental Assistance.
- City of Carlsbad housing programs, policies and procedures.
- Methods of statistical data collection.
- General office methods and procedures.
- Computer systems and word processing spreadsheet and database applications.
- Recordkeeping and reporting procedures and methods.
- Basic mathematical principles.
- Proper English usage, punctuation, grammar and spelling.
- Office equipment operation.

### **Skill in:**

- Typing at a speed necessary to perform assigned duties, typical minimum net corrected speed of 40 wpm from clear copy.

### **Ability to:**

- Apply and explain federal, state and local laws, regulations, policies, and procedures.
- Prepare statistical reports and maintain complex record keeping systems.
- Apply and exercise discretion and judgment in resolving problems.
- Operate a microcomputer and appropriate software applications.
- Work independently.
- Understand and carry out oral and written directions.
- Effectively communicate both orally and in writing.
- Establish and maintain effective work relationships.

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade, including or supplemented by specialized training in the clerical housing occupational field.

Two years of progressively responsible clerical experience in the social/public service, including one year working with rental assistance programs.

## **SPECIAL REQUIREMENT:**

Possession of a Section 8 training course certificate as issued by a HUD recognized agency is desirable.

Ability to communicate orally in Spanish is highly desirable.

**PHYSICAL STANDARDS:**

The position is typically situated in a standard office environment resulting in little exposure to the weather and requiring the usual physical abilities of sight, hearing, manual dexterity and mobility necessary to perform the duties of the position.

DATE APPROVED: July 1, 1995