

## **BROCKTON HOUSING AUTHORITY**

**Home Ownership Leasing Agent**

**Location: Rental Assistance Department**

**Starting Salary: 2022 \$42,832**

**Hours Per Week: 35**

**General Statement of Duties:** Maintains full caseload of Section 8 Housing Choice Voucher clients. Performs general clerical duties including data-entry, filing, word-processing, typing, posting, mathematical calculations, simple bookkeeping and the preparation of reports for the Housing Choice Voucher Program. Provides clerical and technical support for the HCVP Homeownership Program.

**Supervised By: Associate Director of Leased Housing**

### **Responsibilities:**

1. Maintains comparable caseload to Clerk Typist assigned to the Rental Assistance Department.
2. Explains and screens potential participants for the HCVP Homeownership.
3. Prepares all paperwork for qualified Participants prior to enter Homeownership HAP.
4. Maintains Homeownership files in compliance with all applicable regulations and policies.
5. Works closely with the Family Self- Sufficiency Coordinator to identify new participants.
6. Establishes proficiency with governing Homeownership.
7. Type documents from copy, rough draft, or other sources not involving original composition.
8. Compose correspondence and other material with general instructions.
9. Perform various clerical work including but not limited to sorting, filing, posting, preparing reports and maintaining clerical records.
10. Maintain a system of accounts keeping balances and making simple bookkeeping entries and reports.
11. Complete both automated and non-automated forms.
12. Perform some administrative duties such as data entry, word processing, filing, photocopying, generating reports, etc. as needed.

13. Perform some receptionist duties in a relief capacity such as answering phones, transferring calls, etc.
14. Provide supervision to other clerical staff when necessary and as assigned.
15. Establish and maintain effective working relationships with other employees and the public.
16. Attend meetings and appropriate job trainings as required or assigned by supervisor.
17. Perform duties consistent with agency/program policies and procedures.
18. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
19. Perform other work-related duties as required or as assigned by supervisor/designee.

**Qualifications:**

- Minimum of one year work experience working with the HCVP program.
- Minimum three years performing general office duties and clerical work required.
- High School Diploma/GED required, Associates Degree preferred.
- Demonstrated strong customer service skills.
- Demonstrated knowledge of personal computer and Microsoft applications including word processing, database, spreadsheet applications, email, Internet, etc.
- Demonstrated knowledge of basic bookkeeping and arithmetic and ability to make computations with speed and accuracy.
- Demonstrated ability to follow oral and written instructions and to carry through entire clerical processes.
- Bilingual preferred

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Thomas G. Thibeault, Executive Director

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

*Date: 7/29/21*