

Jurisdictional Class:   C    
Location: Housing Authorities  
Fr. Cty. Grade:   -  

Revised:   KY  

Date:   5/7/19  

## **PUBLIC HOUSING ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves interviewing prospective tenants to determine their eligibility for housing, verifying income to establish continuing eligibility, maintaining records and performing related clerical work. The work is performed under the direct supervision of a higher ranking administrator with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Interviews and prepares application files for prospective tenants;  
Provides verbal and written information (such as: adherence to lease agreements, lease terminations, housing assistance payment contracts, etc.) and reports regarding housing programs to applicants, tenants and others;  
Screens applicants against HUD and housing authority criteria along with completing and submission of relevant HUD/NYS paperwork/forms;  
Receives and verifies information on sources of income, assets, allowable deductions and exemptions;  
Reviews and determines eligibility of prospective tenants and continuing eligibility of tenants;  
Assists in the selection/rejection process of applicants;  
May assist with or conduct move-in/move-out inspections;  
Establishes and maintains a variety of files and registers for all housing programs;  
Performs related clerical duties such as filing, ordering and maintaining supplies, and acting as a receptionist at the main office.  
Assists in preparing a variety of periodic and special reports as required;  
May assist with marketing of available units;  
Uses a variety of office machines in performing the duties of the position including a typewriter, personal computer, fax and copiers;  
May attend board meetings and assist or prepare board minutes from meetings;  
May accept tenant rents and write receipts.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of procedures used in provisions of the Public Housing Law relating to tenant selection; good knowledge of business arithmetic, English, office procedures and equipment; skill in interviewing; ability to maintain accurate records and make oral and written reports; ability to establish and maintain cooperative relationships with others; ability to relate program policies and rules to the public; clerical aptitude; tact and courtesy.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration, office technology, human services, social science or a related field **and** two (2) years of experience working in a public or private human service or community agency in a position that involved interviewing or eligibility determination for receipt of benefits or public assistance program; or
- B) Graduation from high school or possession of a high school equivalency diploma **and** four (4) years of experience as defined in (A) above; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.