



Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Job Announcement for the Position of

Occupancy Clerk \$17.46 - \$21.26/Hour

THE AGENCY

The Stanislaus Regional Housing Authority, a nonprofit, public corporation, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 1700 units throughout the County under a variety of affordable housing programs including Public Housing, year around farm labor housing and migrant housing.

The Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the County Board of Supervisors.

MISSION

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

Being sensitive to our client's needs and treating them with dignity and respect.

Utilizing the talents and skills of our staff.

Fostering partnerships.

Utilizing resources in the most efficient and effective manner.

HOUSING

Provide decent, safe and affordable rental housing and home ownership opportunities.

ECONOMIC DEVELOPMENT

Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

COMMUNITY DEVELOPMENT

Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

POSITION

Under Management supervision, this position performs resident complaint processing, project inspections, orientations, some resident prevention education, tenant relations, crime and fraud prevention, and housing inspections. Assists in the development and implementation of resident educational programs and services.

SUPERVISION RECEIVED

Receives direct supervision from the Property Management Division Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following.

- Assists in resolving tenant complaints and/or resident problems, documents contacts, provides counsel and/or recommends corrective action. May provide evidence and/or testimony at Authority conducted hearings and court actions. Refers tenants to other public agencies as appropriate.
- Routinely inspects project grounds and conducts six-month housekeeping probation inspections of resident homes to ensure they comply with Authority standards. Issues work orders to Maintenance.
- May assist in conducting classes on financial management, housekeeping and other appropriate educational programs.
- May assist in conducting inspections of living units when families move in and out and advising residents of their occupancy responsibilities.
- May assist in serving notices related to the lease or rules and regulations to particular tenants.
- Answers questions and provides information to the public and refers tenant applicants to local agencies as appropriate.
- Updates tenant files in Yardi.
- Submits reports and schedules.

NONESSENTIAL DUTIES

- May conduct classes on financial management, housekeeping and other appropriate educational programs.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid California driver's license

EDUCATION, TRAINING AND/OR EXPERIENCE

High school diploma or general education degree (GED).

Knowledge of:

- Codes and regulations pertaining to housing assistance programs.
- Community agencies, programs and resources available to tenants and applicants.
- Business letter writing and basic report preparation.
- Principles of conflict resolution.

Ability to:

- Follow instructions in applying the laws, codes and regulations pertaining to housing assistance programs. Accurately conduct inspections according to established guidelines and standards.
- Effectively prepare a variety of comments, reports and correspondence. Maintain accurate and complete records of information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationship with those contacted in the course of work.
- Oversee, manage and monitor the maintenance requirements of residential buildings.
- Oversee, manage and monitor the tenant relations of residential buildings; ability to resolve conflict and communicate effectively in the workplace.
- Maintain practices and procedures for performing minor repairs and maintenance.
- Be self-motivated, possess a positive attitude, and have a strong customer service orientation.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, sit, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.



The Housing Authority of the County of Stanislaus is an equal opportunity employer. The Authority will provide equal employment opportunities to all qualified individuals, without regard to religious affiliation, marital status, physical or mental disability, national origin, citizenship, age, race, color, creed, gender, gender identity, sexual orientation, genetic makeup, political or union affiliation, status as a veteran or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000 (voice) or (209) 557-2012 (TDD).

APPLICATION AND SELECTION PROCESS:

To apply for this position applicants must submit a Stanislaus Regional Housing Authority Employment Application at <https://stanregionalha.org/business-services/employment/>. This position is Open Until Filled. Applications received will be screened for minimum qualifications.

Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Director of Business Operations. Final selection will be made by the Executive Director. The successful candidate will be required to submit to a background check and complete a physical examination including a drug screen test, paid for by the Housing Authority, certifying that the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

OTHER

Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

SALARY AND BENEFIT INFORMATION

The hourly salary for this position is \$17.46 - \$21.26.

Regular employees of the Authority enjoy the following benefits:

Annual leave - new employees accrue 10 days per year.

15 paid holidays per year.

Sick leave accrued at the rate of one (1) day per month.

Insurance Coverage – The Authority currently contributes towards the medical, dental, vision and life insurance combined monthly premiums.

Retirement – The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.

The Authority offers two voluntary Deferred Compensation Plans.

The Authority participates in Social Security.

The Authority offers a Section 125 (Flexible Spending) Plan.

The Housing Authority of the County of Stanislaus is an equal opportunity employer.

The Stanislaus Regional Housing Authority is an equal opportunity employer. The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000(voice) or (209) 557-2012.