



Yankton Housing and Redevelopment Commission Job Description

Job Title: Housing Office Assistant Regular Part Time
Location: City Hall
Department: Yankton Housing and Redevelopment Commission
Reports to: Executive Director, YHRC
FLSA: Non-exempt
Pay Range: \$16-\$18.00/Hour DOE

Job Summary

This person carries out clerical, and administrative functions and compliance in support of The Yankton Housing and Redevelopment Commission. This employee supports the goals and objectives of the agency and performs all duties and responsibilities in such a way as to demonstrate the same. These duties may rotate with an additional staff member.

Essential Duties and Responsibilities

This employee will provide 12-16 hours of administrative and other support per week during business hours. The following duties and responsibilities are core to this position and are as follows:

- Assist staff to maintain the voucher applicant waiting list.
- Maintain the website and social media pages as needed.
- Review and monitor participant financial information as needed.
- Schedule and conduct applicant interviews.
- Conduct applicant program eligibility verifications, including criminal background checks, and process paperwork according to federal guidelines.
- Ensure adherence to The United States Department of Housing and Urban Development policy and procedures within all federal regulations.
- Provide program information to Property Owners/Managers, applicants, and participants.
- Assist with preparing contracts for all participating Property Managers.
- Maintain client files according to The United States Department of Housing and Urban Development guidelines.
- Assist Housing Staff to schedule and conduct Housing Quality Standard (HQS) inspections on all participating rental units.

- This position also provides customer service to the general public, program applicants and participants, landlords, and other duties as assigned. Duties are subject to change.

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 essential functions.

Education and/or Experience

- Graduate from high school or equivalent;(negotiable with prior office experience) and six months of Secretarial/Administrative/Customer Service experience or subsidized Property Management.
- Must have previous customer service experience and have the ability to work in a kind, professional manner at all times.
- Proficient in Microsoft Word and Excel.
- Knowledge of and adherence to The United States Department of Housing and Urban Development Fair Housing Standards.

Language Skills

- Ability to read and interpret documents, such as briefing materials, housing inspection forms, and federal regulations, and must have the ability to compile routine reports.

Mathematical Skills

- Ability to calculate figures, and track housing assistance payments to ensure that ledgers balance each month.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Ability to be a problem solver when it comes to issues that arise between the agency, clients, and landlords.
- Must be able to multi-task and change directions quickly.
- Implement ideas and maintain new software to allow the agency to run more efficiently.
- Maintain confidentiality at all times.

This is a regular part-time position at 12-16 hours per week. This position is not eligible for benefits.