



Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

February 6, 2024

The Housing Authority of the City of Pueblo has an opening for the position of:
Leasing Technician

This is a full-time non-exempt (hourly) position with a starting rate of \$20.45 per hour.

Please review the attached job description and qualifications carefully before completing an application.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave between 8:00 a.m. and 4:30 p.m. or on our website at www.hapueblo.org

Job posting will remain open for 7 business days.

Date: 4/2022



Title: Leasing Technician

General Purpose

Performs work of routine difficulty involved in the implementation of the various housing programs. Routinely deals with confidential information in applicant, resident, and landlord files. May perform other duties as requested by supervisor.

Essential Duties and Responsibilities

- Interviews prospective residents to determine family composition, income, and other relevant information to complete application and determine eligibility for housing assistance
- Enters applicants on waiting list by date and time with reference to local preferences
- Assists with maintaining and updating waiting lists
- Computes Housing Assistance payments based on applicant/resident information, HUD allowed deductions and fair market rents or voucher payment standards, and calculates rent based on information provided in accordance with 24 CFR and the Housing Authority of the City of Pueblo (HACP) policies
- Keeps a variety of logs, lists, reports, and files of computer-generated documentation
- Works closely with Property Managers, Managed Properties and Mod Rehab landlords to effectively reoccupy vacant units
- Conducts voucher issuance sessions with applicants and/or landlords explaining requirements and implementation of the voucher program
- Processes the initial lease-up for all HACP programs
- Establishes and maintains HACP applicant and resident files
- Verifies information and documentation submitted by applicants and/or tenants thru the EIV, DSS, and HUD data bases along with other outside sources
- Executes Section 8 Contracts and lease addendums
- Completes annual re-certifications and interim adjustments
- Reviews Housing Assistance Payments to be released to landlords and place on hold those units that have not passed inspection or residents who have not

completed an annual recertification

- Completes Section 8 scheduling of appointments and mailing re-certification and inspection letters, office correspondence and form reports
- May assist residents and landlords in resolving disputes placing documentation in the resident file
- May refer residents to appropriate social service agencies for assistance
- Answers telephone inquiries about available housing and/or regarding the Section 8 programs
- Sends update letters and may call applicants on waiting list; withdraw applicants according to HACP policies
- May assist with receptionist duties as needed

Education, Training & Experience

- High school graduate or GED with two years of general clerical experience or an equivalent combination of education and experience
- Computer proficiency in MS Office 365
- Public Housing Manager Certification (PHM) required or ability to obtain within six months of employment

Knowledge and Qualifications

- Strong financial and analytical skills
- Ability to work independently and as part of a team
- Strong organizational skills and attention to detail
- Excellent customer service skills
- Ability to process work quickly, accurately and with changing priorities
- Excellent written and verbal communication skills
- Familiarity with HUD regulations and HACP policies and procedures preferred
- Valid Colorado driver's license with eligibility for coverage under HACP fleet auto insurance

Materials and Equipment Used

Standard office materials and equipment

Supervisory Responsibilities

Employee does not have any supervisory responsibilities.

Working Environment and Physical Responsibilities

Indoor work involves sitting for extended periods in an office environment with frequent exposure to distractions and interruptions. May involve some physical exertion, such as kneeling, crouching, or lifting files and records and eye strain from working with computers and other office equipment.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee within this classification.