

Job Announcement

September 2, 2021



Job Title: Contracts Clerk

SUMMARY:

Responsible for assisting the Housing Manager in activation of Housing Assistance Payment (HAP) contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Verifies data information for accuracy completeness and enters move-ins into database for both new and relocation contracts.
- Creates, maintains, and generates HAP contracts from databases to ensure a constant flow in the process especially during peak times.
- Monitors and maintains files of move-ins
- Verifies and validates information on returned contracts
- Follows up on any missing or incorrect information in a timely manner, returns documents as needed
- Distributes and e-mails HAP contracts to landlords and responds to general inquiries
- Responds to specific complaints from landlords, applicants, participant families and/or social service agencies involving the contract
- Forwards files for contract activation after validating file is complete and accurate to eliminate unnecessary down time in completion of contract
- Processes voucher extension requests and notifies clients of decisions; enters into database to keep system current and factual twice a month
- Interacts with landlords via e-mail and telephone
- Contacts other PHAs for portability information as needed

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.

Job Competencies:

- Knowledge of HUD regulations and Authority policies, procedures and practices to include a working knowledge of Housing Choice Voucher Program
- Proficient in computer software including Microsoft Office suite especially Word.
- Knowledge of general office procedures and practices, business English and math;
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective and courteous relationships with other employees and other business contacts.
- Above average analytical and reasoning abilities.
- Bondability.
- Ability to monitor several activities simultaneously

EDUCATION AND/OR EXPERIENCE:

Minimum of two (2) year Associate's degree from an accredited college or university or graduate of a licensed business college. Three (3) years administrative experience in public or social service agency, or an equivalent combination of education and experience.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.