



Position Title: Document Specialist
Department: Housing Operations & Client Services

SUMMARY:

Under the supervision of the Director of Housing Operations & Client Services, the Leasing Specialist is responsible for performing clerical duties related to the admissions and continued occupancy of all housing participants, including but not limited to Housing Choice Vouchers, Project Based Vouchers, and Special Programs.

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.

1. Reviews all Requests for Tenancy Approvals (RTA) for completeness, logs and inputs the data into the system of record.
2. Communicates with program participants, internal staff, property management staff and landlords to request, gather, and review all documents required with the RTA.
3. Determines if clients meet affordability as determined by FWHS on the RFT.
4. Maintains record keeping system and updates participant information in the system of record.
5. Performs clerical duties in support of the leasing and portability functions.
6. Compiles statistical data reports accurately and efficiently in accordance with department procedures.
7. Answers incoming calls and handles inquiries from applicants, participants, and external business contacts.
8. Responsible for the accuracy of Assisted Housing contracts from start of activation to include follow up through end of contract.
9. Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or equivalent required.
- Must possess a valid Texas Driver's License and have a clean driving record (fewer than 3 moving violations in the last 3-year period) and must maintain licensure and clean driving record for the duration of employment.
- Must be eligible to be insured under FWHS's fleet insurance policy.

EXPLANATION OF HIRING PROCESS:

Thank you for your interest in job opportunities with the Fort Worth Housing Solutions. All [applications](#) for open posted positions must be submitted via email to asmith@fwhs.org. We encourage you to visit our [website](#) often to view and apply for vacant positions with the agency.