

HCV Inspections Clerk

HCV/Non-Exempt



This position is responsible for providing administrative support for the Housing Choice Voucher (HCV) Inspections Department. Interested applicants should send a resume and HCHA application in PDF format to hr@hchatexas.org and list "Inspections Clerk" in the subject line of the email.

PRIMARY RESPONSIBILITIES

- Provide full administrative support to the Housing Choice Voucher Programs Inspections Department.
- Schedule initial, annual and follow-up inspections; schedule special inspections as requested
- Mails or e-mail related correspondence to owners and residents, including appointment letters, repair notices, and warnings
- Ensures compliance with HUD regulations in the administration of the program
- Coordinate inspection dates and times with owner/client availability
- Coordinate inspections with other housing authorities as needed
- Maintain and update inspection records
- Process rental increase requests
- Responds to inspection inquiries
- Returns telephone calls and responds to owner/tenant questions and concerns
- Follow-up on all email questions and inquiries regarding inspections to participating owners/tenants and the public
- Perform rent-reasonable evaluations and rent comparable data collection and data entry
- Performs all other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

- Completion of a high school education
- One or more years of experience performing administrative duties in an office environment
- Flexibility to perform duties outside of your formal job description
- Commitment to help HCHA be the most efficient and compassionate service agency possible
- Excellent customer service skills

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is generally sedentary.
- The employee will experience some repetitive motion of the hand-wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org. . **Complete the application, submit along with a resume and cover letter in pdf format to hr@hchatexas.org.**