

MARCH 7, 2018

INTAKE/LEASING SPECIALIST-OPERATIONS

GENERAL STATEMENT OF JOB

Under general supervision, provides clerical support the Greensboro Housing Authority. Employee is responsible for filling all vacant units with a qualified applicant selection and ensures that all vacancy reports are prepared in a timely manner. Employee is also responsible for maintaining application documentation for occupancy programs; preparing various reports; receiving completed forms and payments from applicants; coordinating move-ins for vacant units; performing data entry of all move-outs and transfers on computer system; data entry for all Public Housing applications and answers inquiries for housing information. Conducts orientation and briefings. Employee must exercise considerable initiative, independent judgment and attention to detail with outside agencies, employers, residents, applicants and the general public. (This is a non-exempt position under FLSA). **MINIMUM TRAINING AND EXPERIENCE--** Graduation from high school supplemented by college-level course work in business, psychology, sociology or related field, and 1 or 2 years of experience in office work involving public contact, preferably including experience in dealing with low-income families and the elderly; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **SPECIAL REQUIREMENTS--** Possession of a valid driver's license issued by the state of North Carolina. Must possess and maintain a safe driving record.

Closing Date: Open until filled

Complete application on-line at www.gha-nc.org

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing.

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