

Rev. 01/02  
Rev. 05/2006  
07/2017  
01/2021

N-Exempt  
CL 03

## **HOUSING AUTHORITY OF THE CITY OF LUBBOCK POSITION DESCRIPTION**

**TITLE: HCV Specialist**  
**SUPERVISOR: Section 8 Administrator**

### **GENERAL SUMMARY:**

Under supervision of HCV Program Administrator, performs a variety of clerical duties involved in the implementation and maintenance of the Housing Authority's Section 8 Program. Performs functions necessary to assure participant eligibility and continued occupancy; maintains files, records and documents as required by HUD. Act as liaison between landlords and participants.

Performs job duties in a way that promotes a positive image of the Lubbock Housing Authority's organization and the department; demonstrates effective interpersonal skills and delivers exemplary customer service.

### **DUTIES AND RESPONSIBILITIES:**

It is an essential function of this classification to report to work at the assigned time, prepared to work the regularly scheduled hours.

Responsible for accomplishing clerical work in the Housing Authority's HCV Programs.

Scan and maintain participant data in computer.

Maintain records and documents such as participant files, leasing schedules and schedules of utility allowances.

Maintain HUD required statistical data.

Monitor and maintain telephone contact with participants, landlords, and general public.

Filing of requested documents in a orderly timely manner.

Interpret and implement Federal, State, local laws and regulations governing the Section 8 Program.

Perform general office recordkeeping and report preparation, procedures, and practices.

**Section 8 Caseworker (continued)**

Provide information, guidance, and assistance to the Section 8 Administrator on a continuing basis.

Assist Section 8 Administrator with other programs; i.e. (Section 8 Homeownership).

Perform other duties and responsibilities as assigned.

Operate general office machines, copier, fax, and computer terminal.

### **PHYSICAL REQUIREMENTS**

Maintain the ability to:

1. Frequently stand and walk during the shift and occasionally bend and kneel.
2. Occasionally lift and carry 25 lbs.
3. Occasionally flex upper trunk forward at the waist and partially flex at the knees
4. Coordinate eye, hand and foot movement in order to operate a vehicle.

### **EXPERIENCE AND QUALIFICATIONS:**

Any combination of education and/or experience equivalent to High School.

### **LICENSE OR CERTIFICATE:**

Possession of a valid Texas driver's license.

### **SPECIAL REQUIREMENTS:**

Insurability by the Housing Authority's vehicle liability insurance carrier at standard rates.

**STARTING PAY RATE:** \$12.50/ HR