



## Indian River County Board of County Commissioners

### JOB VACANCY

\*\*\*\*\* This position is open to Indian River County BCC employees only \*\*\*\*\*

### RENTAL ASSISTANT SPECIALIST

#### Full-time (1965)

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Starting Salary: \$11.76/Hourly

Division: Housing Authority

Job Grade: N-08B

Weekly Hours: 37.50

Date Posted: 7/28/2010

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**Description:** Performs specialized technical work of an investigative and control nature in enforcing HUD and County standards and explaining programs to owners and investors. Schedules and performs inspections and re-inspections for the housing choice voucher Section 8 Program and other subsidized housing. Takes applications, completes paperwork, processes files, and assists the public in completing paperwork for program eligibility. Explains the Housing Authority programs and grants to potential and actual owners and investors of rental housing. Performs related duties as required. Minimum requirements: High school graduate/GED and three years of related working experience, or equivalent. Must have knowledge of code enforcement and HUD standards and rental assistance programs. Must be able to exercise good judgment; read and understand directions necessary to perform various functions of the position; deal with general public, complainants, and violators firmly but tactfully; use a computer terminal and other office machines; and drive a 3/4-ton vehicle. Must possess a valid Florida driver's license. Women and minorities are encouraged to apply. Equal opportunity/affirmative action employer.