



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: **HOUSING AIDE I - II**

DEFINITION: Under supervision, performs a variety of clerical and technical tasks for grant funded housing assistance programs under the Housing Authority.

DISTINGUISHING CHARACTERISTICS:

Grade Level I – Under direct supervision, performs the entry-level duties of the classification.

Grade Level II – Under general supervision, performs the more complex duties of the classification including those involving evaluation of client intake, fraud related concerns and determination of reasonable rents.

EXAMPLES OF DUTIES:

- Reviews violations of tenant obligations and responsibilities for referral to the Housing Assistance Coordinator;
- Logs, tracks and maintains detailed and accurate records on applicants, clients, owners and rent data;
- Reviews eligibility and affordability information and assists in determining reasonable rents;
- Performs data entry for an automated record keeping system;
- Provides technical support for the delivery of HUD funded and other grant funded programs;
- Handles, reviews and secures confidential client information;
- Assists in the investigation of possible fraud cases;
- Assists in the research of various housing and participant issues;
- Assists in the preparation of reports and correspondence;
- Assists in the archiving of files requiring boxing and transporting to storage facilities;
- May assist with special studies related to Housing Assistance Programs, policies and procedures;
- May coordinate a particular assignment for various housing units;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

One year of responsible experience providing service to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management;

Ability to understand and operate computers and complete various calculations accurately with a calculator or computer software;

HOUSING AIDE I – II (Continued)

Ability to input data into specialized database software;

Ability to comprehend written information and effectively communicate orally and in writing;

Ability to deal tactfully and effectively with the general public;

Ability to lift up to 20 lbs.

A valid motor vehicle operator's license may be required for some positions.

HISTORY:

Established 11/21/06

Approval/Adoption Dates: xx/xx/xxxx - Human Resources Department
08/29/2007 - Civil Service Commission