



KCHA Job Announcement

600 Andover Park W • Seattle, WA • 98188 • (206) 574-1104 FAX

Please post to KCHA employees, residents and the general public.

Housing Assistant—Compliance

Open: 12/18/2009 Close: 1/4/2010

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently recruiting for the position of Housing Assistant monitoring compliance for the low income tax credit properties. The position is located at the Central Application Center (CAC) in Shoreline. Processing applications, updating packets for Housing Authority vacancies, assisting with monitoring of compliance for the Low Income Tax Credit Program for all internally managed KCHA properties, assisting with the approval and tracking process for tenant certifications and ensuring that regulations are followed are primary duties.

RESPONSIBILITIES: Under the supervision of the CAC Regional Manager, the Housing Assistant will collect, process, and verify housing assistance documentation and files. Enter applications into a centralized computer database, monitor and track Tax Credit certifications and file reviews. Open mail and match application materials to files. Return incomplete applications. Answer applicant questions over the phone or in person. Respond to voice mail messages. Send Washington State Patrol and fingerprint cards request. Assist in coordination of Reasonable Accommodations paperwork. Respond to site staff for errors that need correction and approval of files. On a quarterly basis, drive to the properties and review files with on-site staff. Complete special projects as assigned.

REQUIREMENTS: High School diploma or equivalent and one to two years experience working in affordable housing or an equivalent combination of education and experience. Pleasant and positive interpersonal skills a must! Ability to work with the public with tact and diplomacy; must have computer knowledge such as Microsoft Word, Excel, Outlook and Internet, telephone, typing and basic math skills; ability to work independently and manage time effectively; must be accurate, thorough, and follow directions. Knowledge of affordable housing programs desirable but not required. Valid WSDL and good driving record a must throughout employment. This position is covered by OPEIU/Local 8 union and membership is required at time of hire.

COMPENSATION: The starting salary for this position is \$16.92—\$18.68 per hour DOE. The excellent benefit package includes employer paid dental; vacation, sick & holiday pay, life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) and flexible spending accounts are optional. Positive corporate culture and commitment to a diverse workplace, plus more!

TO APPLY: Please send cover letter explaining how you meet qualifications, resume and complete original application materials (available on our website @ www.kcha.org) to KCHA, Human Resources, Job #09-37, 600 Andover Park West, Seattle, WA 98188. This position will close on January 4, 2010.

For future opportunities please contact our job line at (206) 574-1103 or our website at www.kcha.org. EEO/AA/M/F/V/D

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