



# KCHA Job Announcement

600 Andover Park West Seattle, WA • 98188 • (206) 574-1100 (FAX) 574-1104  
Please post to KHCA employees, residents and the general public.

## Property Management Specialist—SE Region

Open: 09/30/2009

Closed: 10/16/2009

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently seeking a talented, self-directed Property Management Specialist, with excellent customer service experience, to work in the Southeast Region located in Kent, WA.

**RESPONSIBILITIES:** Under the supervision of the Property Manager answer phones, sort and distribute mail, greet applicants, residents and visitors; maintain records of all residents, prepare and process paperwork for verifications, transfers, interim and annual reviews, vacates and transfers; prepare correspondence for annual inspections; data entry; create, enter and close-out work orders and prepare weekly scheduled work order report; maintain and create various tracking logs; prepare charges and move-out statement for residents. Calculate annual/interim rents, document changes in family situation. Receive, review, screen and process applications for additions to resident households to include verification of all income sources, criminal history, past landlord and homeland security information. Take notes and draft follow-up letters for resident and applicant meetings. Prepare weekly and monthly reports. Receive supplies and materials. Ensure office machines and equipment are full and ready for business. May conduct housing orientations. Perform other duties as assigned.

**REQUIREMENTS:** High school degree and two to three years related experience, or an equivalent combination of education and experience. Ability to learn Authority policies and procedures and knowledge of standard office practices and procedures. Ability to prepare and maintain records and reports, interpret data and make accurate conclusions, perform basic arithmetic calculations, use tact, discretion and courtesy in dealing with diverse tenants, co-workers and the general public a must. Must have the ability to maintain and organize files and communicate clearly and effectively orally and in writing; knowledge of basic computer skills such as Microsoft Word, Excel, Outlook and Internet. Ability to complete assigned tasks with competing deadlines and thrive in fast-paced, high volume work environment with constant changes and interruptions. Affordable housing and/or tax credit and/or HUD experience is not required but preferred. Bilingual skills a plus. Must be organized, detail oriented and prioritize well. This position is covered by OPEIU 8 union and membership is required upon hire.

**COMPENSATION:** The starting salary for this position is \$18.43 — \$21.17 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) is 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 application materials (available on our website @ [www.kcha.org](http://www.kcha.org)) to KCHA, Human Resources, Job #09-27, 600 Andover Park West, Seattle, WA 98188. **This position will close on October 16, 2009 at 4:30pm.**

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

**An Equal Opportunity Employer**