



Currently accepting applications for:

Property Specialist - Wonderland Estates & Vantage Glen

SALARY: \$20.53 - \$23.61 Hourly
\$3,558.68 - \$4,092.48 Monthly

OPENING DATE: 08/30/17

CLOSING DATE: 09/13/17 04:30 PM

JOB SUMMARY:

King County Housing Authority (KCHA), an independent municipal organization, is a high performing nationally recognized leader in affordable housing. KCHA is a national leader in providing innovative and effective housing solutions so that people and communities can prosper. Our vision is that all residents of King County have quality affordable housing. KCHA is the largest housing provider in the county, and annually, the agency serves over 50,000 low-income individuals.

We transform lives through housing.

We are currently recruiting for a professional and dedicated individual to fill a Property Specialist position to support Wonderland Estates and Vantage Glen, two senior manufactured housing communities. The individual selected for this role will perform duties onsite at both of the housing properties. The work will include a variety of assignments including working with diverse tenants, tenant file processing and administrative and office support functions.

The Property Specialist receives and directs applicants and tenants, responds to inquiries and makes referrals based on individual issues presented. The successful candidate will show homes to potential buyers; schedule vendors, verify completion of work, complete purchase orders, and code invoices; conduct monthly meter readings and assist the Property Manager as needed. Responsibilities include processing continuing eligibility for housing; documenting and maintaining records; and entering maintenance requests as well as time records for property staff.

ESSENTIAL FUNCTIONS:

Required Qualifications:

- High School Diploma or GED.
- Two years of customer service experience **OR** an equivalent combination of education and experience.

Required Knowledge, Skills and Abilities:

- Demonstrated experience maintaining records (manual and electronic) and performing data entry with a high level of accuracy and attention to detail.
- Proficiency using MS Office applications including Word, Excel, Outlook and the Internet.
- Clearly and effectively communicates both verbally and in writing by actively listening and sharing relevant information.
- Strong organizational skills including prioritizing, ensuring accuracy, multi-tasking, and handling interruptions appropriately; ensures assignments are completed in a timely and effective manner.

- Ability to work effectively and positively with individuals of diverse age, cultural and socioeconomic backgrounds.
- Ability to think critically and creatively to interpret data and make conclusions; will question and search for answers; evaluates ideas and information and develops ideas that lead to action.
- Ability to perform mathematical calculations.
- Ability to maintain confidentiality.

Special Requirements:

- Consent to and pass required assessments.
- Consent to and pass a criminal records background check.
- Position may require travel to KCHA properties and sites. Reliable transportation will be required for the successful candidate.

QUALIFICATIONS AND COMPETENCIES:

Application Requirements:

To be considered for this opportunity, you must:

- Complete the online application profile in its entirety.
- Upload a cover letter that addresses how your experience and education qualifies you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

Salary & Benefits:

The starting salary range of this position is \$20.53 - \$23.61 per hour (dependent upon qualifications). Performance based merit increase opportunities and COLAs are reviewed on an annual basis. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, tuition reimbursement, and retirement benefits are also available.

Physical Work Environment:

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment. The incumbent frequently uses standard office equipment including personal computers, telephone and related equipment and may drive a vehicle on Authority business.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcha.org>

600 Andover Park West
 Tukwila, WA 98188
 206-574-1100
 206-574-1265

Position #2017032
 PROPERTY SPECIALIST - WONDERLAND ESTATES &
 VANTAGE GLEN
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Property Specialist - Wonderland Estates & Vantage Glen Supplemental Questionnaire

- * 1. Do you have direct experience with the King County Housing Authority?
- Yes, I am a current employee at KCHA.
 - Yes, I am a current temporary employee at KCHA.
 - Yes, I am a current resident of KCHA.
 - Yes, but not as described above.
 - No, I don't have any direct experience but I am willing to learn.

- * 2. Which best describes your level of education?
 - High School Diploma or GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or Higher
 - None of the above
- * 3. Please identify your years of experience maintaining records (manual and electronic) and performing data entry.
 - I have no experience in this area.
 - I have less than 1 year of experience
 - I have 1+ to 2 years of experience.
 - I have 2+ to 3 years of experience.
 - I have more than 3 years of experience.
- * 4. This position serves as point of contact for residents, applicants and tenants; assists with the application process; schedules inspections and processes move-ins and enters maintenance work orders. Please identify your years of experience performing administrative and office support duties?
 - I have no experience in this area.
 - I have less than 1 year of experience.
 - I have 1+ to 2 years of experience.
 - I have 2+ to 3 years of experience.
 - I have 3 or more years of experience.
- * 5. Please identify your years of experience working independently and utilizing strong organizational skills and meeting frequent deadlines.
 - I have no experience in this area.
 - I have less than 1 year of experience.
 - I have 1+ to 2 years of experience.
 - I have 2+ to 3 years of experience.
 - I have 3 or more years of experience.
- * 6. Which of the following best describes your level of proficiency with Microsoft Office programs including Word, Outlook, and Excel?
 - I have no experience with Microsoft Office.
 - Beginner
 - Intermediate
 - Advanced
 - Expert
- * 7. This position determines eligibility for housing assistance and prepares rent calculations. If Ms. Smith receives an income of \$26,247 per year, how much income does she receive each week?
 - \$546.81
 - \$504.75
 - \$1093.62
 - \$437.45
- * 8. This position determines eligibility for housing assistance and prepares rent calculations. If Ms. Smith receives an income of \$26,247 per year, how much income does she receive each month?
 - \$1,093.62
 - \$2,187.25
 - \$504.75
 - \$2,185.25
- * 9. Anne Fox receives \$100 per week from her job. Her husband Mark, receives \$620 twice monthly from his job. They also receive \$674 per month in SSI for their disabled child, Marina. What is their total annual household income?

- \$1,394
- \$28,168
- \$20,354
- \$27,768
- \$28,968

* 10. Please identify your years of experience maintaining records (manual and electronic) and performing data entry.

- I have no experience in this area.
- I have less than 1 year of experience
- I have 1+ to 2 years of experience.
- I have 2+ to 3 years of experience.
- I have more than 3 years of experience.

* Required Question