



Currently accepting applications for:

Property Specialist - Spiritwood Manor

SALARY: \$20.53 - \$26.69 Hourly
\$3,558.68 - \$4,626.28 Monthly

OPENING DATE: 08/30/17

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

JOB SUMMARY:

About King County Housing Authority

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 dedicated professional to fill a Property Specialist position at Spiritwood Manor located in Bellevue, Washington.

The Property Specialist is a key role in the housing program. We are looking for an individual that enjoys working with people, can multi-task and will thrive in a fast paced role performed onsite at 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 successful candidate will be:

- Assisting a vibrantly diverse tenant and applicant population by answering questions; taking complaints and/or requests for work orders; and referring people as necessary based on individual issues presented.
- Processing tenant files, performing administrative and office support functions.
- Processing continuing eligibility for housing assistance; calculating rent based on program requirements and submitting the information to the Property Manager for approval.
- Documenting and maintaining case files and on-line records.
- Entering, tracking and closing work orders for maintenance requests as well as time records for property staff.

This role is performed under the general supervision of the Property Manager, however, much of the tenant contact is handled by the Property Specialist.

ESSENTIAL FUNCTIONS:

[Click here for additional details regarding this position's classification specification.](#)

QUALIFICATIONS AND COMPETENCIES:

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 communicating 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; ensuring assignments are completed in a timely and effective manner.
- Ability to work effectively and positively with individuals of diverse 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.

POSITION INFORMATION AND APPLICATION PROCESS:

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 - \$26.69 per hour. 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, reduced tuition, 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>

Position #2017049
 PROPERTY SPECIALIST - SPIRITWOOD MANOR
 SC

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

- * 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. 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.
- * 4. 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.
- * 5. This position will require the incumbent to develop professional correspondence on a frequent basis. Which of the following best describes your business writing skills?
 - I don't have any experience developing professional correspondence.
 - I am competent at developing professional correspondence but I primarily use templates.
 - I have developed professional correspondence in past jobs.
 - I am an expert at developing professional correspondence.
- * 6. Do you have experience working with a multi-line phone system?
 - Yes, I have experience working with multi-line phones.
 - No, I have never worked with a multi-line phone system but I am willing to learn.
- * 7. Do you have working knowledge in any of the following housing programs? Please select all that apply.
 - Project Based Section 8
 - Public Housing
 - Section 8
 - Sponsor Based
 - Tax Credit
 - No experience with housing programs.
- * 8. Please describe the type of working knowledge you have in each of the areas you identified. (Working knowledge implies you have used the program in an office or academic setting.)
- * 9. 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
- * 10. 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
- * 11. 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
- * 12. 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
- * 13. This position requires a valid driver's license and acceptable driving record at the time of hire. A valid Washington State Driver's License is required within 30 days of employment. Maintaining an acceptable driving record throughout employment at KCHA is required for this position. Can you meet this requirement?
- Yes
 - No
- * 14. Do you have any combination of two or more license suspensions or revocations within the last five years?
- Yes
 - No
- * 15. Have you had any of the following violations within the last three years? Please select all that apply.
- I have NO violations on my driving record in the last 3 years
 - Reckless or negligent driving or other similar offense (e.g., careless driving)
 - Failure to stop and report a vehicle incident (e.g., hit and run)
 - Any driving offense involving the use of drugs, alcohol, controlled substances, or other gross misdemeanors or felonies
 - Driving while license is suspended or revoked
 - Eluding an officer of the law
 - Possession of open container of alcoholic beverage

* Required Question