**Office Specialist / Intake Housing Specialist - Section 8 (TEMPORARY)**

**City**

Wabasha

**State**

Minnesota

**Telecommute**

No

**Department**

Housing

**Position description**

Southeastern Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA) has a full-time Office Specialist / Intake Housing Specialist position available in the Housing / Section 8 Department. Responsible for activities related to the Housing Choice Voucher Program connected with intake eligibility, verification of information, document processing, maintaining reports, logs and controls, and entering data into the respective systems to ensure compliance with the federal and state regulations. Must have high regard to attention to detail, strong data entry skills and great customer service.

**This is a temporary position that is expected to last for up to 6 months. The position will also be given preference points/priority placement for permanent positions at end of the assignment.**

**Qualifications**

Minimum Education: High School Diploma or GED required

**Additional Requirements include:**

· One year of experience or a minimum of two years of experience in an office environment

· Must be a licensed driver

· Must be able to pass background and criminal checks.

**Additional qualifications**

· Works independently without day-to-day monitoring and assistance

· Ability to multi-task and maintain order of assigned work.

· Able to work effectively and efficiently utilizing the Assisted Housing computer software.

· Ability to communicate effectively both orally and in writing.

· Ability to set priorities and goals to meet program schedules and deadlines

· Ability to act in a sensitive and equitable manner when dealing with applicants, participants, and landlords.

· Must have the ability to interact on a professional level with individuals from diverse backgrounds and show sensitivity dealing with persons of all income levels.

**Exemption status**

Non-exempt

**Compensation detail**

Education, experience and tenure may be considered along with internal equity when job offers are extended.

**Benefits eligible**

No

**Schedule Details**

Full Time

Monday – Thursday 7:00 – 4:30

Friday 7:00 – 11:00

80 Hours/Pay Period

**Weekend schedule**

Not Applicable

**Category**

Office operational support

**Recruiter**

Maggie Gallagher

**Equal opportunity employer**

SEMMCHRA is an equal opportunity educator and employer (including veterans and persons with disabilities).