

Palatka Housing Authority Job Description

Job Title: Resident Services Specialist

Status: Non-Exempt

NATURE OF WORK:

ESSENTIAL DUTIES AND RESPONSIBILITIES. Other duties may be assigned.

- ❖ General duties of a receptionist
- ❖ Assist people who come in the lobby with questions regarding public housing and Section 8
- ❖ Assist with performing annual and interim recertification
- ❖ Collect rent
- ❖ Assist with move-in inspections prior to resident moving in to unit
- ❖ Keep up with late notices and move-outs
- ❖ Take eviction notices to courthouse for processing
- ❖ Balance receipts at the end of each day
- ❖ Send out late rent notices
- ❖ Send out three-day late notices
- ❖ Send out 30-day and 7-day notices
- ❖ Keep tenant files current
- ❖ Assist with input of utilities on occasion
- ❖ Assist with taking resident photo ID cards

EDUCATIONAL REQUIREMENTS: High School graduate or equivalent, or two year experience in an Administrative position or classroom hours towards a business degree can substitute. Training in office machines and business procedures is required.