

**SPRINGFIELD HOUSING AUTHORITY**  
200 North Eleventh Street  
Springfield, IL 62703

**Position Vacancy**

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

**SECTION 8 SPECIALIST**

Full-Time Position/Salary Range: Negotiable

**EDUCATION & EXPERIENCE:**

High school graduate who has demonstrated the ability to work with public agencies and has the potential to learn the complexity of the leasing program; must be able to type 40 wpm and at least two (2) years experience in social work, case management, or any other related field. Must demonstrate the ability to identify and understand the nature of inquiries; must demonstrate the ability to communicate information by telephone, direct interviews or by letter; must be knowledgeable of housing programs, policies and procedures. Must have the ability to read and interpret rules and regulations; ability to prepare and maintain accurate records and reports.

**DUTIES & RESPONSIBILITIES:**

Responsible for application intake and follow up; conducting interim and annual re-certifications and rent adjustments for Section 8 program applicants/participants. Prepare and send annual review letters to tenants; track tenant annual review dates; and update files as necessary. Schedule move-ins/outs and transfers; and complete all necessary paperwork to complete tenant files that move-in/out or transfer. Update computer records of all rent changes, transfers, move-ins, move-outs, and other relevant Section 8 activity. Conduct and complete all interim and annual reviews; verify family composition and income; obtain third party verifications; calculate rents and notify tenant of rent changes; maintain and balance Section 8 control register. Perform clerical duties such as answer telephone, type and file all necessary documents. Screen visitors, Section 8 clients, landlords, telephone calls and responds directly or refer to others as appropriate. Schedules, notifies, and logs inspection appointment on Section 8 properties. Process delinquent notices as necessary. Submit weekly, monthly, quarterly, annually or other reports as required.

**APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority  
Department of Human Resources  
200 N. Eleventh Street  
Springfield, IL 62703

Via e-mail: [wendym@sha1.org](mailto:wendym@sha1.org) or fax: 217-753-4421

Employment Applications are Available on the SHA Website: [www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org)

Posting Dates: 6/5/2017 – 6/14/2017

*This position will remain open until filled*

County Residency Required Within One Year of Employment  
**The Springfield Housing Authority is an Equal Opportunity Employer**