

JOB DESCRIPTION

Job Title: Leasing Clerk **Number:** 733

Reports To: Housing Operations Director

Training Period: 6 months **Exemption** No

Supervisory: Employees: No Unpaid Staff: No Volunteers: Yes Oversees Contracts: No Boards: No

Job Title Supervised: None

General Purpose:

To assist Partners in Housing by promoting the agency through customary tasks associated with property management. Collaborates with various agency departments to promote the efforts of the agency to help maximize the properties' value as a resource for PIH clients. Assists clients with lease-in process by verifying the completeness and compliance of all lease-in paperwork. Coordinates paperwork concerning client issues. Provides monthly rent assessments and collections of rent.

Essential Duties and Responsibilities:

Housing

- Conducts initial verifications and yearly re-certification for accurate unit and program compliance, e.g. asset and employment verifications
- Completes lease forms or agreements and collects rental deposits
- Completes compliance reports
- Assists in determining rent calculations for initial, annual, and interim certifications
- Follow all Federal Fair Housing guidelines
- Follow federal, state, and local regulatory compliance
- Conducts lease-ins and move-out unit inspections
- Creates and organizes all leasing files to remain in compliance
- Maintains tenant records and leases according to agency policies and procedures
- Conducts unit inspections as needed
- Responsible for data entry into property management software and other data systems
- Assists in issuing property maintenance requests
- Maintain rent rolls
- Post notices/communications for tenants

Rent Assessment

- Provide rent assessment for Partners following established guidelines, including review of required documentation
- Collect Partners' rent and associated property fees based on assessment
- Track non-cash benefits of all partners
- Accurately input and maintain rent spreadsheet
- Accurately report income, rent charges, and payments in authorized format
- Along with the Housing Operations Director, determine and track who is placed on rent payment plans
- Coordinate with Housing Operations Director delivery of rent payments to main office before the end of each month
- Keep Partners' caseworker informed of any issues of concern

Other

- Other duties as assigned

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Job Description For Leasing Clerk (continued)
Decision-making and Supervisory Responsibility:

	Volunteers	Maintenance Coordinator					
HIRING	R	R					
ASSIGNING/SCHEDULING WORK	R	R					
MONITORING/CONTROLLING WORK	R	R					
DISCIPLINE	R	R					
PERFORMANCE EVALUATION	R	R					
SALARY RECOMMENDATIONS	N/A	N/A					
DISMISSAL	R	R					
BUDGET RESPONSIBILITY	None						
PROPERTY RESPONSIBILITY	Responsible for collecting rent monies						
CONFIDENTIAL INFORMATION	This position is responsible for the security of confidential information.						

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

Minimum Requirements:

Education: Two year associates degree in related field preferred.

Experience: Property management and/or extensive experience in related field, such as, real estate or housing education.

Or other background demonstrating application of the following knowledge, skills, and abilities:

Ability to be flexible in a continually changing environment.

Strong proficiency in computer operations, including Microsoft Office.

Ability to interact with a variety of people effectively.

Good organizational skills and ability to prioritize.

Solid understanding of business principles.

Ability to use good judgment in making referrals.

Excellent oral and written communication skills.

Ability and willingness to work within the established structure, but also adapt to clients' individual needs.

Excellent problem-solving skills.

Basic bookkeeping skills.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

WORKING ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)		X	
HUMIDITY		X	
HEIGHTS	X		
NOISE			X
VDT/CRT USE			X
DRIVING			X
STANDING			X
SITTING			X
WALKING			X
BENDING			X
WORK WITH OTHERS			X
REPETITIVE MOVEMENTS			X
OPERATING MACHINERY			
COPIER			X
TELEPHONE			X
FACSIMILE (FAX)			X
10-KEY	X		
CALCULATOR			X
COMPUTER			X
MOUSE			X
PRINTER			X

OTHER REQUIREMENTS

VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION	X		
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
LOCAL			X
NATIONAL	X		
INTERNATIONAL	X		
The ability to help clients move their belongings is preferred.			

MOVING EQUIPMENT AND SUPPLIES

LIGHT (Under 5 lbs.)			X
MODERATE (5 to 20 lbs.)			X
HEAVY (Over 20 lbs.)		X	

DESCRIPTION OF MOVEMENT

LIFT/LOWER			X
CARRY			X
PUSH/PULL			X
REACH ABOVE			X