

ASSISTED HOUSING SPECIALIST

The Housing Authority of Bergen County (HABC) is seeking qualified candidates for the position of Assisted Housing Specialist to be based at our headquarters in Hackensack. Applicants must have good communication, typing, figure aptitude and computer skills and must be able to read, write and speak English. Multilingual a plus (Spanish or Korean preferred). Responsibilities include, but are not limited to: processing of clients for HUD Assisted Housing programs in a thorough, accurate and timely manner, data entry, and providing information to tenants and landlords.

This is a full-time, non-exempt, position with excellent benefits package and participation in the N. J. Public Employees' Retirement System (PERS).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Working knowledge of leasing documents, procedures and tenant rights or demonstrated ability to learn and understand these documents, procedures and rights.
- Experience in subsidized housing, real estate, banking, social services, customer service or a field of work in business which requires a great deal of interaction with people.
- Good mathematical skills.
- Demonstrated ability to establish and maintain effective working relationships with departmental officials, subordinates, employees and their representatives, professional groups and the general public.
- Ability to relate well to people and to respect privacy and confidentiality of clients, staff and files.
- Good organizational and filing skills.
- Proficient in the use of calculators, typewriters, photocopiers and FAX machines.
- Must have good working knowledge of various software programs (Microsoft Office, Outlook, Excel) and be proficient in the use of these programs on the computer.
- Typing skills (accurate at 40 words per minute).
- Ability to meet and work with people and deal effectively and compassionately with their situation.
- Ability to work independently and be willing to assist in the department as required and assigned.
- Ability to read, write, understand and communicate the English language.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and performing repetitive motions.
- Must be able to perform light work exerting up to 10 pounds of force occasionally.

- Persons with mental or physical disabilities are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.

HOW TO APPLY:

Please submit a resume and 3 references by the deadline stated below, as follows:

Via E-Mail: HR116@habcnj.org

Regular Mail:

Human Resources Manager – HR116
Housing Authority of Bergen County
One Bergen County Plaza, Fl. 2
Hackensack, NJ 07601

In Person: Applications are available at the HABC's main office.

Deadline: Position open till filled.

Only applications complying with requirements and submitted to the above email/address will be considered. Please do **NOT** contact the HABC to inquire about status of your application. In the event that we wish to arrange a personal interview, we will contact you. Principals only, no employment agencies/job recruiters.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

This organization participates in E-Verify. www.dhs.gov/e-verify.

The HABC is an Equal Opportunity Employer and a Drug-Free Workplace.