



HUD Certified Housing Counseling Agency

HOUSING CHOICE VOUCHER SECTION 8 INTAKE SPECIALIST

The Ocala Housing Authority is seeking a qualified person to join its team as a **Housing Choice Voucher Intake Specialist (aka Section 8)**. The HCV Intake Specialist will provide administrative support and general office functions for the HCV Program. The incumbent will perform necessary processing, maintaining, and updating of applicant and tenant files while upholding OHA policies and procedures. The Specialist will be responsible for assisting families with finding suitable housing, knowledge and application of the Florida Landlord and Tenant Act, working closely with landlords in the Section 8 Program, and will perform other clerical duties for the department.

MINIMUM QUALIFICATIONS: High school graduate or equivalent. One (1) year of office experience to include administrative and clerical duties. Must be motivated, organized and possess good written and oral communication skills.; and a VALID FLORIDA DRIVER'S LICENSE. **MUST** be motivated, organized, personable, can multitask, dependable, have the ability to establish effective working relationships with clients, other staff and the general public, and display professionalism. Candidate must be proficient with WORD and EXCEL and can navigate on the internet efficiently. The successful candidate should possess high integrity, exemplary work ethics, confidentiality, and good written and oral communication skills. **Bi-Lingual (Spanish) is a plus!**

If you meet these qualifications, please mail: cover letter, resume', application, and three (3) verifiable work references, to the attention of: Ms. Glenda Roberts, Human Resources Director, Ocala Housing Authority Administrative Office, 1629 NW 4th St, Ocala, FL 34475. You may also fax or email to 352-369-2648 or GRoberts@OcalaHousing.org. Applications and job description are available on the OHA's website at www.OcalaHousing.org. Salary: \$13.50 per hour plus EXCELLENT BENEFITS. Successful candidate must pass a criminal background check. THE POSITION WILL BE OPENED UNTIL FILLED.

"This opportunity is covered under Section 3 of the HUD Act of 1968"



Drug-Free Workplace



COME GROW WITH US!!