



**Mansfield Metropolitan Housing Authority**  
**Serving Richland County Ohio Since 1939**

**POSITION TITLE:** Intake Specialist

**REPORTS TO:** Housing Services Coordinator  
Section 8 Coordinator

**JOB RESPONSIBILITIES:**

Performs a variety of clerical tasks in order to assist the Housing Services Coordinator, Section 8 Coordinator, and Counselors with daily operations.

**QUALIFICATIONS:**

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- a) Maintains the Section 8 Housing Choice Voucher Program waiting list; Process and logs all new applications in tracking book, updates applications on the waiting list in the computer, sends ineligible letters to applicants who fail to update their application within one year, removes all inactive applications from the waitlist and maintain the application tracking book, removes all new participants from the monthly In/Out report, interviews new applicants being placed on the waiting list as needed.
- b) Completes an annual audit on waiting list ensuring all applications are accounted for.
- c) Locates and pulls all applications which reach the top of the waiting list; cross checks applications with the accounts receivable list to determine if the applicant has an outstanding balance with the Housing Authority.
- d) Receives payments made by applicants/participants and landlords for balances owed on the Authority's accounts receivable list, receives rental payments for Turtle Creek residents.
- e) Receives maintenance requests for Turtle Creek Apartments and emails the maintenance repairs to the appropriate maintenance personnel.
- f) Schedules all monthly reexamination appointments; sends monthly reexamination appointment letters, as well as the paperwork to be completed for the appointment; pulls reexamination files and prepares them for the counselors.
- g) Reschedules inspections when inspectors are ill.
- h) Mails all annual re-inspection letters for inspectors.
- i) Acts as a back up to the Receptionist.
- j) Processes all outgoing daily mail and delivers to the Post Office.
- k) Maintains and stocks utility allowances (and other forms as needed).
- l) Demonstrates regular, predictable attendance.
- m) Training and cross training of employees.
- n) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

- o) Performs any and all other related duties as assigned or directed by the Housing Services Coordinator and/or the Section 8 Coordinator in order to promote, further and ensure the effective and efficient operation of the Housing Authority.

**MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:**

**Skill in:** computer operations; use of modern office equipment.

**Ability to:**

**EQUIPMENT OPERATED:**

Computer and other standard business office equipment; automobile.

**HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee is exposed to chemicals commonly found in an office environment and may be exposed to irate or emotionally distraught individuals. This is considered a sedentary job/work and does not necessarily demand physical strength ratings.

**SALARY AND BENEFITS:**

Salary negotiable. Benefits include Public Employees Retirement System, Medical, Dental, Vision and Life Insurance.