



Northern Circle Indian Housing Authority

694 Pinoleville Drive, Ukiah CA 95482

707-468-1336 800-521-3191

JOB ANNOUNCEMENT

TITLE: Occupancy Manager

WORK - WEEK: 40 hours/M-F

CLOSING DATE: Open Until Filled

SALARY: \$46,537 - \$72,194

JOB DUTIES TO INCLUDE:

- Maintain participant, occupancy and collection files ensuring they are current and in order
- Maintain tenant accounts receivable for rent, damages, court costs and utilities charges
- Prepares monthly tenant payment coupons, delinquency notices, termination notices, notices of decision and other tenant related billing
- Prepare and issue information relating to issuance of 3-day notices, unlawful detainers and other pertinent data through the termination/eviction process to tenant issues attorney
- Implement participant's initial, annual and interim re-certification, process 3rd party income verification which includes distributing re-certification packet to tenant, maintaining logs, schedules to monitor and track response, with follow-ups to tenant and/or outside agencies
- Supervises clerical staff and routine office activities including log calls and correspondence, route mail, supervise maintenance of files, compose letters and compile reports

EXPERIENCE, KNOWLEDGE:

- Must have Minimum of 3 years advanced clerical experience with ability to type 45 wpm
- Ability to work independently and handle heavy workload in an efficient and expeditious manner along with good organizational & recordkeeping skills
- Operational knowledge of HDS A/R system & Microsoft Office Suite
- Willingness to attend training seminars/workshops to expand working knowledge of housing programs and possess, or able to obtain, Certificate of Certified Occupancy Specialist
- Must exercise independent judgement and initiative

REQUIREMENTS:

- Provide Tribal affiliation on employment application
- Possess a valid CA Drivers License
- Ability to meet NCIHA vehicle insurance requirements
- Pre-employment Drug Testing

NOTES:

Employment application and full job description is available at 694 Pinoleville Drive, Ukiah CA, Call 468-1336 if you would like additional information. Application & resume required.

Contact Person: Lynn Crabtree, Occupancy Manager