

# ***Ouachita Parish Police Jury***

## ***JOB OPPORTUNITY ANNOUNCEMENT***

<b>POSITION: Housing Technician</b> <b>(1 Position)</b>	<b>OPENING DATE: April 5, 2021</b>
<b>SALARY: \$ 31,213.99/year</b>	<b>APPLICATION DATE: Until Filled</b>

(Present Parish employees are given **three (3) days priority** in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

### **DUTIES:**

Under the direct supervision of the Supervisor or the Housing Director. Aids the staff by coordinating office service of the daily administration of the Ouachita Housing Program of the Ouachita Parish Police Jury. Performs other work as required. The purpose of this position is to provide operational support of the Ouachita Parish Housing Program by assisting in the delivery of these services and may include application processing, waiting list management, portability actions, intake actions, and reexamination duties.

### **EXAMPLES OF WORK**

- Application Processing: Accept applications online. Explain program procedures and other criteria.
- Assist in waiting list management: Participate in a waiting list update; update applicants' personal information and waiting list placement as required.
- Portability: Assist in the portability procedures; for port-ins, receives documentation and provide documentation for port-outs.
- Reexaminations (Annual): Notify program participants and landlords of scheduled reexaminations. Assist participants; verify and document required information.
- Provide individual support and assistance to tenants.
- Act as liaison between program, tenants & various community resources.

The Housing Technician assists in processing applications for Ouachita Housing; conducts intake interviews with applicants to obtain information to determine eligibility; verifies income, family composition, and related information obtained in interviews through third party verification or other means; performs and verifies computations; sets up and maintains files and/or filing systems; advises and counsels applicants regarding verifications and related issues; may schedule and conduct briefings; operates computer; retrieves and compiles reports; type letters, memos and other materials; composes routine correspondence; prepares mailings; photocopies materials; completes various other routine office or field housing assignments in support of housing programs and staff. Obtain necessary verifications and required information as well as perform various other office duties.

### **BENEFITS:**

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

### **HOW TO APPLY:**

Applications must be submitted either online at [www.oppj.org/hr](http://www.oppj.org/hr) or on the OFFICIAL FORM that is available from and may be returned to:

**Ouachita Parish Police Jury, HR Department**  
**Ouachita Parish Courthouse, 301 South Grand, Suite 201**  
**Telephone: 318-327-1340**

**Equal Employment Opportunity Employer**

## **MINIMUM QUALIFICATIONS**

**Training and Experience:** Graduation from an accredited college/university with a degree or two (2) years of college or high school diploma with one (1) year of full-time experience working business office or related field and Housing Choice Voucher experience is desired.

**Knowledge Abilities and Skills:** Principles and practices of customer service, methods and techniques of conflict resolution, principles and procedures of record keeping, Ability to effectively communicate verbally with a variety of people, one-on-one, in small groups, and with larger groups in a briefing situation, communicate in writing, organizational and planning skills, analytical skills necessary to: research policies, procedures, and guidance in response to specific questions or issues; creative problem solving skills for use when there is no directly applicable guidance, able to operate a variety of standard office machines, including a computer, fax machine, copier, multi-line telephone, and calculator. Knowledge of basic office procedures.

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