



CITY OF CALEXICO

CLASS TITLE: HOUSING SPECIALIST

MONTHLY: \$3,827 - \$4,651

RANGE: G-32

BASIC FUNCTION:

Under the direction of the Housing & Redevelopment Manager, assist with coordinating programs for low-income, single family dwellings; prepare, review and process various applications and documents to determine family eligibility for housing programs; provide technical assistance to the public concerning housing programs and related processes, policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist with coordinating programs for low-income, single family dwellings; provide a variety of services to meet the housing needs of identified families; assist in assuring qualified families are properly identified and eligible for housing programs.

Distribute, receive, process, review and verify accuracy and completeness of housing program applications and related documents; review family qualifications, verify income and determine eligibility for programs; assist applicants with preparing applications and paperwork.

Serve as a technical resource to the public concerning City, State and federal housing programs; respond to inquiries and provide detailed and technical information concerning related standards, practices, loans, regulations, processes, projects, policies and procedures.

Review and process loan applications according to established guidelines and procedures; obtain proper due dates for processing and packaging loans; prepare and process loan verifications including title reports, credit reports, income and mortgage verifications and property appraisals.

Prepare a variety of loan documents for execution including Deed of Trust, Promissory Note, Truth-In-Lending Disclosure Statement and Notice of Opportunity to Rescind Transaction; prepare Notice of Completion as appropriate; prepare loan close-out documents and set up loans for payment.

Initiate, screen and receive telephone calls; greet, assist and direct visitors to appropriate personnel; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events.

Compile information and prepare and maintain a variety of records, reports and files related to applicants, loans, clients, owners, housing projects, grants, expenditures, construction and assigned

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activities; develop and maintain a variety of computerized spreadsheets.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as letters, reports, memoranda, messages and notices; review bills, claims and other documents for accuracy; make corrections as needed.

Calculate anticipated loan payments for applicants; request loan payoffs as necessary; assist homeowners with removing prior liens from property title or request re-conveyance of loans; follow up with homeowners regarding late payments and deferred loans.

Communicate with City personnel, various outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Assist in researching and preparing State and federal grant applications as directed.

Attend and participate in various meetings and workshops as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General standards and requirements related to enrollment in subsidized housing programs.
Basic practices and procedures involved in determining family eligibility for social services.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of identified families.
Oral and written communication skills.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Business letter and report writing, editing and proofreading.
Methods of collecting and organizing data and information.
Mathematic calculations.
Basic public relations techniques.

ABILITY TO:

Assist with coordinating programs for low-income, single family dwellings.
Distribute, receive, process, review and verify accuracy and completeness of housing program and loan applications and related documents.
Serve as a technical resource to the public concerning City, State and federal housing programs.
Review family qualifications and determine eligibility for housing programs.

Learn State and federal family eligibility and enrollment requirements for housing programs.
Learn practices, procedures and techniques involved in the processing of housing loans.
Prepare and process a variety of loan verifications and loan documents for execution
Maintain a variety of records and files.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Compile and verify data and prepare reports.
Perform mathematic calculations with speed and accuracy.
Learn policies and objectives of assigned programs and activities.
Meet schedules and time lines.
Establish and maintain records and files.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years experience working with loan processing, housing or related social programs and services.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.