



RECERTIFICATION SPECIALIST JOB DESCRIPTION

General Summary

The Recertification Specialist provides administrative support to the Property Manager in the areas of resident relations, application intake and processing of verifications.

Major Duties

1. Accepts and processes applications and keeps vacancies as low as possible.
2. Establishes and maintains annual recertification and lease renewals schedules.
3. Informs Property Manager of any households out of compliance and or increases in income that exceeds program limits.
4. Schedules and conducts interim and annual recertifications for all current residents including the calculation of the file.
5. Sends all documents and verifications needed to complete recertifications.
6. Sends files to third-party or internal compliance for review as needed.
7. Maintains organized resident and applicant files at all times to remain in compliance.
8. Keeps the Property Manager and Maintenance Superintendent informed as to upcoming vacancies so the team may prepare for the unit turnover.
9. Assists with conducting annual, move-out and move-in unit inspections.
10. Maintains an updated waitlist.
11. Assists with the successful marketing of the property.
12. Assists with rent collection.
13. Enters rental receipts and posts entries to tenant ledger accounts.
14. Prepares monthly arrearage report for review by Property Manager.
15. Follows up on non-payments of rent by telephone and/or letter as necessary.
16. Prepares and sends 14-day notices.
17. Keeps the Property Manager informed of potential or actual problems related to physical, financial or human relations issues within the building.

This Job Description assumes that the property also employs an Administrative Assistant either as Trinity employees or as a third-party vendor. If that is not the case, the Recertification Specialist is also responsible for all such duties as outlined in the Administrative Assistant Job Description.

This is a general Job Description for this position. There will be times when the job responsibilities may be modified or additional duties may be assigned.

Initial _____



Supervision Exercised

No supervisory responsibility.

Supervision Received

Responsible to the Property Manager.

Tools and Equipment Used

Multi-line telephone system, computer, Internet, word and math processing programs, various software programs, copy machine, postage machine, fax machine, calculator and scanner.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet to moderately noisy.

Selection Guidelines

Formal application rating of experience and education, oral interview and reference check and job-related tests may be required.

Initial _____



The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Accepted by (Print)

Date

Accepted by (Sign)

