

**Columbia Housing Authority
EMPLOYMENT VACANCIES**

Deadline for applications for all positions: December 10, 2018

All fulltime positions include State Benefits (Health, dental, life, SCRS Retirement)

JOB TITLE: RENT CALCULATION SPECIALIST

**Advertised Salary Range
\$31,054.40 - \$34,898.20**

Job Description for Rent Calculations:

Under occasional supervision, assists with the implementation of the Housing and Urban Development Section 8 / HCV rental assistance program. Determines client eligibility; ensures assistance and rental payments to landlords and tenants are in compliance with HUD guidelines; maintains accurate and up-to-date department records and client files.

Maintains knowledge of current HUD and CHA regulations and requirements pertaining to Section 8 / HCV assisted housing.

Identify and calculate annual and interim income

Recognize the qualifiers for the earned income disallowance (EID), identify the exclusion periods, and calculate the disallowance

Apply rent calculation skills to solve hands-on case studies

Identify assets and calculate income from assets

Calculate adjusted income by correctly deducting HUD-defined allowances and expenses from annual income

Recognize the requirements for verification of income, allowances, and expenses

Calculate total tenant payment and tenant rent

Program-based rent calculations

Verification and eligibility requirements

Annual and interim reexaminations

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, telephone, calculator, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds

Benefits Package:

Full-Time Equivalent (FTE)

Insurance Programs

Yes

Annual Leave, Sick Leave, Insurance along with South Carolina Retirement

Education: Do you have at least a Bachelor's degree and 1 year of work experience that is directly related to the area of employment, or high school diploma and 5 years work experience that is directly related to the area of employment; or equivalency?

Interested applicants should send a CHA application or resume to Human Resources, CHA, 1917 Harden Street, Columbia, SC 29204