



JOB ANNOUNCEMENT:

Position Title: **Reexamination Specialist:**

The Housing Authority of the City of Lumberton (HACL) is seeking a qualified candidate for the position of Reexamination Specialist. This position is an integral part of our Housing Choice Voucher team. As a member of the Housing Choice Voucher team, the Reexamination Specialist will be responsible for conducting annual and interim reexaminations and determining program eligibility, Ensures proper verification processing for each reexamination in accordance with HUD and Agency policies and procedures. Reviews tenant/applicant files for accuracy and completeness and inputs data into software system in a timely manner. Provides HCV landlords with documents including leases and HAP contracts and affordability notifications. Reviews and processes monthly reports, account balancing and check registers. Also performs other general clerical duties related to the admission and occupancy of Housing Choice Voucher units in accordance to the Agency's leasing and occupancy policies and procedures and HUD regulations.

High School diploma or certificate of equivalence of High School Achievement (GED) and (1) year of relevant experience plus at least three (3) years' experience in the housing or social services field or an equivalent combination of education and experience to fulfill essential position functions.

A valid North Carolina driver's license, pre-employment drug screening and background check are required. Must work with the highest degree of confidentiality.

Posting Date: **October 27, 2022**

Closing Date: **Until Filled**

How to apply: Interested candidates must complete and submit a Housing Authority of the City of Lumberton Application along with a resume. The application may be obtained online at www.lumbertonhousing.org. Applications are also available at the HACL Administrative Office located at: 407 North Sycamore Street, Lumberton, NC 28358.

Complete Job Description and Qualifications can be viewed online at: www.lumbertonhousing.org

Mail Application to: **HACL Human Resources - Attention: Jenniffer Hunt, PO Drawer 709, Lumberton, NC 28359 –**

- *Applications can also be dropped off at the HACL Administrative Office located at: 407 N. Sycamore Street, Lumberton, NC 28358.*

The HACL is an Equal Opportunity Employer
