



Housing Authority
of the
County of Tulare

CLASSIFICATION: PROGRAM COMPLIANCE OFFICER

RESPONSIBLE TO: OCCUPANCY PROGRAM SPECIALIST or
DEPUTY EXECUTIVE DIRECTOR

DEFINITION: This position requires comprehensive knowledge of all programs and their regulations and policies within the agency; responsible for the auditing of tenant files, meeting compliance requirements and training eligibility clerks; and performing a variety of clerical, computer and administrative tasks; and related work as required.

EXAMPLES OF DUTIES: Independently, or in accordance with general instructions, audits work of eligibility clerks, analyzing problem areas and recommending solutions; helps meet compliance requirements for various programs; trains personnel in regulations, policies and accuracy in the maintenance of tenant records; and performs related duties as required.

EDUCATION/EXPERIENCE: Equivalent to high school graduation.

KNOWLEDGE OF: Office practices and procedures, with good writing skills; government regulations and policies as they relate to various housing programs.

SKILLS TO: Work independently, self-motivated; ability to employ good judgment and handle problems tactfully; ability to learn and act quickly; to analyze and summarize accurately.

PHYSICAL CHARACTERISTICS: Manual dexterity of the hands/wrists in order to operate a computer keyboard, computer and other office equipment; good eyesight to read/write and visually use a computer screen; strength and flexibility in order to bend, reach, stoop, and lift and carry files weighing up to 30 pounds; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

LICENSE/CERTIFICATES: A valid California driver's license.