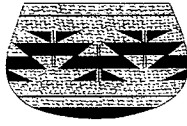


KARUK TRIBE HOUSING AUTHORITY



P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415

1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

Title: Tenant Relations Officer

Reports To: Assistant Director / Operations Manager

Location: Yreka Housing Office

Salary: \$10.00 to \$13.00 per hour, depending on experience

Summary: The Tenant Relations Officer will work directly under the Assistant Director/Operations Manager performing job duties as listed and not limited to other job related duties as assigned by the Executive Director. **Successfully passing a skills test will be required to be considered for an interview.**

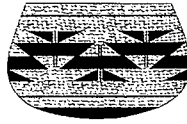
Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Application Deadline: January 7, 2016 by 5PM.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: dlbernal@karuk.us

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POSITION DESCRIPTION

Title: Tenant Relations Officer

Reports To: Assistant Director / Operations Manager

Location: Yreka Housing Office

Salary: \$10.00 to \$13.00 per hour, depending on experience

Summary: The Tenant Relations Officer will work directly under the Assistant Director / Operations Manager performing job duties as listed and not limited to other job related duties as assigned by the Executive Director.

Classification: Full Time, Regular, Non Exempt, Non Entry Level

Responsibilities:

1. Shall process new tenants by verifying application data is correct, and explaining tenant lease and rules and regulations.
2. Shall perform annual, move-in, and move-out inspections.
3. Shall calculate annual and interim rents according to occupancy policy.
4. Shall review lease, sign contract, and ensure that applicant is aware of tenant's responsibilities.
5. Shall work with maintenance to complete inspections and safety items as needed.
6. Shall maintain tenant files, documenting all activities.
7. Shall monitor resident compliance of lease, policies, and rules and regulations.
8. Shall respond to tenant complaints and concerns, follow-up and research possible criminal activities.
9. Shall utilize collection, delinquency, and grievance procedures.
10. Shall submit written reports to the Board of Commissioners on a monthly basis.
11. Shall attend Housing Board of Commissioners meetings as requested.
12. Shall refer tenant to services as required.

13. Shall enter data into the HDS system in a timely fashion.
14. Shall strictly adhere to confidentiality requirements.
15. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
16. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public. Excellent customer service skills are highly desired.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent. Two years higher education is preferred with experience in HUD housing also preferred.
2. Must have good verbal and written skills.
3. Must be able to type 50-55 wpm.
4. Must be familiar with Microsoft Office.
5. Must have excellent math skills in order to calculate rent amounts and reconcile accounts.
6. Must possess valid driver's license, good driving record, and be insurable by Housing's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a pre-employment drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Board Approved:

Council Approved: _____

Chairman's Signature: _____

Employee's Signature: _____