

Housing Authority City of Los Angeles

COMPLIANCE ASSISTANT

Job Information

Description

AT WILL RECRUITMENT # 01009A

ANNUAL SALARY:

Salary is based on experience and qualification (TBD). Benefits include: medical and dental insurance, 401(k) retirement plan, 8 paid holidays, 4 floating holidays plus general leave, long term disability and life insurance.

FINAL FILING DATE:

Open until filled

ABOUT LOS ANGELES LOMOD CORPORATION:

Los Angeles LOMOD Corporation operates under a performance-based Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD); LOMOD currently provides administrative services to HUD to monitor performance of owners and management agents participating in project-based Housing Assistance Payments (HAP) Contracts under Section 8. Under the terms of the ACC, LOMOD provides administrative services for monitoring and evaluating management's occupancy policies and procedures; monitoring property owner's compliance; processing owner requests for rental rate adjustments; reviewing and authorizing monthly Section 8 voucher payment requests; notifying and resolving health and safety concerns, and renewing expiring Section 8 contracts as necessary.

ESSENTIAL FUNCTIONS:

This position is responsible for supporting the Compliance Department in the performance of daily duties to include assisting with scheduling and preparation of Management and Occupancy Reviews (MOR's). Act as a liaison between owner/agents and HUD. Coordinate intake and tracking resident concerns. Provide clerical support, enter and process data into various software systems. This position is also responsible for the entry and processing of data via automated software systems. Written communications with owner, agents and HUD is a must to ensure Federal compliance is maintained. This position also provides notification to owners and residents regarding on-site management reviews, physical inspections and resident complaints as well as assisting the Compliance Specialist with scheduling on-site management reviews and physical inspections. This is primarily an office position with the opportunity to move about at will. The work environment is fast-paced. This position provides support to the Compliance Manager(s) and Compliance Specialists in performing day-to-day tasks.

Ability to work effectively and cooperatively with a wide range of people, including people who may be under significant personal stress; Courteous, compassionate, and tactful manner; Ability to communicate effectively with agency staff, clients, and the general public; Ability to maintain confidentiality of resident profiles, history, and or personal information as well as information that is proprietary to LOMOD; Ability to accomplish multiple and stringent daily, weekly, and monthly deadlines even under significantly stressful situations; Successful at multitasking and time management to a high degree; Ability to work effectively when faced with frequent interruptions; and the ability to communicate with people who may possess limited written and oral English skills.

QUALIFICATIONS:

High School Diploma or GED. Must have a minimum of two years administrative support experience in public service or support expansion. Familiar with the use of MS Word, Excel, and Windows based projects applications, multiple line telephone system, adding machine, keyboard (40wpm), fax, and copy machines. A working knowledge of the organization's programs, policies, and terminology. In addition, a basic knowledge of English composition, spelling, punctuation, and mathematics. Must possess a valid California driver's license.

EXAMINATION:

Applications will be reviewed for relevant experience, education, and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants will be invited to the testing process, which may include any combination of oral, written, or performance examination.

HIRING INFORMATION:

All job offers are contingent upon successful completion of a pre-employment evaluation, which includes: a post-offer medical examination (includes drug and alcohol screening), criminal records check, employment history and education verification, and documentation of the right to work in the United States.

DISABILITY ACCOMMODATION:

If you require special testing accommodations due to a physical, mental or learning disability, please call (213) 252-5400, TDD (213) 252-0116 for special assistance. Special testing accommodations may be arranged if verification of the disability is provided by a physician, rehabilitation counselor, or other authority.

HOW TO APPLY:

Submit a Los Angeles LOMOD application to the HACL A Human Resources Department 2600 Wilshire Blvd., Los Angeles, CA 90057 between the hours of 8:00 a.m. and 4:30 p.m. on business days. Applications that do not clearly indicate qualifying experience will not be considered. Resumes will not be accepted in lieu of completed applications. FAXED APPLICATIONS AND ELECTRONIC RESPONSES VIA EMAIL WILL NOT BE ACCEPTED.

An Equal Opportunity/Affirmative Action Employer

Candidates who require a reasonable accommodation in any portion of the selection process should state their need in writing when submitting an application.