

Admissions/Occupancy Assistant – Section 8 Program

The Housing Authority of Lancaster is accepting applications for a full-time Admissions/Occupancy Assistant for the Housing Choice Voucher (Section 8) Program.

Duties and Responsibilities:

- Assist with the administration of the Section 8 Housing Choice Voucher Program
- Process applications, recertifications, and participant documentation
- Maintain accurate tenant and landlord files in accordance with HUD regulations
- Schedule appointments, inspections, and participant interviews
- Provide customer service to applicants, participants, landlords, and the public
- Assist with income verification and data entry
- Answer phones, respond to inquiries, and provide program information
- Prepare correspondence, notices, and reports
- Ensure compliance with HUD regulations, Housing Authority policies, and program procedures

Qualifications:

- High school diploma or equivalent required; associate degree preferred
- Office, administrative, or housing program experience preferred
- Knowledge of HUD Housing regulations is a plus
- Strong organizational and communication skills
- Proficient in Microsoft Office and basic computer systems
- Ability to maintain confidentiality and work with the public professionally
- Detail-oriented and able to manage multiple tasks efficiently

Equal Opportunity Statement

The Housing Authority of Lancaster is an Equal Opportunity Employer. Applications will be accepted until positions are filled.

Pay range depends on experience

Full SC State Benefits