

# CITY OF WHITE PLAINS

TITLE: TENANT RELATIONS ASSISTANT GRADE: 9

( X ) COMPETITIVE

( ) NON-COMPETITIVE

DEPARTMENT: HOUSING AUTHORITY

DIVISION:

POSTING PERIOD FROM: 6/8/22

TO: \_\_\_\_\_

**GENERAL STATEMENT OF DUTIES:** Implements procedures affecting tenancy for public housing; does related work as required.

**MINIMUM QUALIFICATIONS:** Possession of a High School or equivalency diploma and either:

- (A) Three (3) years experience in one of the following: interviewing people to determine eligibility; or in human, social or community service that involved interviewing and/or counseling;
- (B) Satisfactory completion of 30 credits at a recognized college or university\* may be substituted for each year of the above stated experience.

**\*SPECIAL NOTE:** Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

If interested send application to:

**Denise Brooks, Deputy Director**

223 Dr. Martin Luther King Jr. Blvd.

White Plains, NY 10601

Email: [dbrooks@wphany.com](mailto:dbrooks@wphany.com)

Tel: (914) 949-6462; Fax: (914) 949-8211

\*Please indicate title you are applying for on the application (available in Personnel).  
Only qualified candidates will be considered.

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