



P Holden Croslan
Executive Director

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VACANCY FOR TENANT RELATIONS ASSISTANT

Posting Date: OCTOBER 6,2021

Salary Range: \$51,426-\$72,435

The Peekskill Housing Authority is seeking a full-time Tenant Relations Assistant. This position is responsible for the investigation and background check of public housing applicants and tenants for approval or rejection. The incumbent verifies and computes applicant's income to determine appropriate rent and verifies tenant's income eligibility for continued occupancy. The Tenant Relations Assistant acts as liaison between the housing authority and tenants, investigating complaints, conducting occasional field visits of apartments to determine conditions, and coordinating recreation and social activities for the tenants. This work requires the application of basic principles of human relationships to concrete situations. Supervision may be exercised over subordinate clerical employees. Does related work as required.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in interviewing, investigating, community relations work or customer service.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for each year of the above stated experience, up to a maximum of two (2) years. There is no substitution for the additional one (1) year of work experience described above.

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

Preference for those individuals with experience with housing software Yardi will be given.

This is a provisional appointment, and you will be required to sit for the civil service exam for this title when it is next held. In order to be considered for a probationary appointment, you must attain a passing score for the exam, and be among the top three highest scoring candidates willing to accept the position.

Interested applicants must submit a resume to the Peekskill Housing Authority, 807 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail (jphalen@peekskillha.com). There are no residency requirements.

The Peekskill Housing Authority is an Equal Opportunity Employer