

CAMERON COUNTY HOUSING AUTHORITY

P.O. BOX 5806 • Brownsville, Texas 78523

(956) 541-4983



**EQUAL HOUSING
OPPORTUNITY**

JOB OPPORTUNITY

The Cameron County Housing Authority (CCHA) is accepting applications for the position of:

Leasing & Occupancy Technician I

Duties and Responsibilities: Responsible for processing annual re-examinations and/or re-certifications for housing assistance in the Assisted Housing Program. The employee may perform some or all of the specific duties listed below.

Interviews participants for re-certifications, explains housing program obligations, verifies information on the re-examination/recertification forms, and determines continued eligibility of participants. Conducts briefing sessions and counsel participants on family obligations. Negotiates re-payment agreements for approval by Director of Assisted Housing. Issues Housing Choice Vouchers to applicants, families requesting to move, to exercise portability options, or who require a smaller or larger unit. Assists with rent negotiations when requested by participant. Initiates and executes Housing Assistance Payments (HAP) contracts. Initiates termination of assistance of families for non-compliance, or non-performance, or other grounds in conformance with established PHA policy and procedures. Completes annual re-certifications of participants in conformance with PHA policy. Pulls files for re-examinations, schedules appointments for re-exams, makes revisions, calculates rent adjustments, and notifies participants and landlords in writing of changes. Provides data entry for all adjustments for changes to participant data. Performs clerical duties such as answering telephone, general typing, filing and mailing correspondence. Prepares monthly reports to advise supervisor of caseload status. Ensures assigned caseload completed in a timely manner and balances caseload actions with Section 8 rent roll. Contributes to team effort by accomplishing other duties as assigned.

QUALIFICATIONS: High School or its equivalent, knowledge of clerical and administrative office management practices and procedures. Computer skills, business English, basic arithmetic and excellent oral and writing skills

Deadline for submission of applications and resumes is

July 2, 2025 at 3:00 p.m.

Applications and Job Descriptions can be picked up and submitted at the address below:

Cameron County Housing Authority

65 Castellano Circle

Brownsville, TX 78526