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Housing Program Assistant I

JOB CODE	JOB FAMILY	PROFILE
JCV219	**Health and Social Services**	**Housing Program Assistant I**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**October 8, 2026**

The Housing Program Assistant I, under supervision, interviews applicants, issues vouchers, and maintains records, plus other tasks in support of the rental housing subsidy program.

Job Description

DUTIES AND RESPONSIBILITIES

- Interview program applicants to obtain information needed to complete application documents, issue vouchers to qualified applicants, and perform other administrative tasks related to the program.
- Coordinate record keeping and deposits for public housing units in conjunction with the fiscal staff.
- May perform inspection of units as necessary.
- Assist in the interpretation of Section Eight Housing Standard Regulations and explain the standards and procedures to applicants, landlords and tenants.
- Keep all tenant files and other records up to date.
- Perform other job-related duties as required or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Three (3) years of work experience and/or post-secondary education utilizing writing skills, use of a computer for record keeping and word processing, file management and interaction with the public.
- Proficiency in information systems and accuracy in data entry and retrieval of information is required.
- Knowledge of recordkeeping, word processing, file management and standard office procedures and policies.
- Ability to learn and interpret Section Eight Housing subsidy eligibility standards.
- Ability to communicate effectively in both oral and written English.
- Ability to establish and maintain effective relationships with supervisors, co-workers, and the public.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Essential duties are typically performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. Working surface is typically dry.
- Occasionally worker may be required to perform field inspection work and would be subject to existing conditions.
- Worker often works alone both with and/or without directions from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.

- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.