

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Housing Data Technician	<u>CLASS NUMBER:</u> 10014	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Office on Aging	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A3	<u>POSITION CONTROL #:</u> 111201
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u>
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Housing Data Technician classification is to interview and assess client needs in person and over the telephone. Determine plan of care in conjunction with supervisor. Procure services and/ or goods. Link/refer clients to community based resources.

JOB DUTIES:

Perform clerical tasks (e.g., answer department telephone system, greet visiting clients, handle sensitive inquiries, complete intake screening and provide advocacy and funding assistance). Assist clients in locating housing, furniture, and food and instruct clients in preparation of monthly budget. Schedule moving services for at-risk clients and prepare paperwork for them.

Refer and link seniors to social service programs. Link clients to community-based social services (e.g., Veterans Administration, Jobs and Family Services, Emergency Food and Shelter programs, and area churches and community organizations). Provide assistance in negotiation of extensions for clients whose homes are in foreclosure and provide assistance in arranging relocation assistance.

Maintain client records and enter intake, income, and budget information into the computer database. Create reports, spreadsheets, files, and payment records and provide invoices to the fiscal area for payment. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; agency policies and procedures. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; copy material accurately and recognize grammatical errors, complete routine forms; maintain accurate records; gather, collect and classify information about data, people or things; handle sensitive inquiries from staff.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with one (1) year office administration or clerical experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date