

HOUSING REHABILITATION TECHNICIAN

Definition:

Under supervision, markets and promotes housing rehabilitation programs available through the Planning and Community Development Department; coordinates various aspects of housing rehabilitation projects; and prepares and processes loan documents.

Distinguishing Characteristics

The Housing Rehabilitation Technician is a single classification position that works under minimal supervision and is responsible for providing technical support for rehabilitation activities and programs.

Essential Functions:

- Generates interest in housing rehabilitation programs by canvassing targeted program areas; preparing and coordinating advertisements, announcements, and presentations; and explaining the housing program to individuals and interested groups.
- Makes initial contacts with property owners and residents of the program area.
- Performs office and field work necessary to prepare eligibility forms for assistance to applicants; determines eligibility of each applicant according to income, credit history, debt ratio, equity, and/or other criteria in comparison to program guidelines; determines which program or combination of programs are most appropriate for the applicant's housing rehabilitation needs.
- Coordinates with owners, tenants, and staff concerning the administration of each phase of the project.
- Gathers necessary data and prepares notes, trust deeds, affidavits, and other documents required for loan processing; organizes loan packages; prepares and processes invoices for payment to contractors and vendors; prepares and conducts loan settlements and close-outs for rehabilitation.
- Submits completed applications to the Housing Rehabilitation Programs Supervisor for review and approval.
- Completes information on forms for data entry.
- Prepares clear and concise correspondence.
- Utilizes a personal computer and related software.
- May be required to notarize mortgage loan documents.
- Performs other duties of similar nature and level as required.

Employment Standards:

Graduation from 12th grade, or GED, AND one (1) year of experience processing mortgage loan applications and documents. Experience must be in two or more of the following areas: estimating equity, interpreting credit reports, reviewing preliminary title reports, determining property ownership, preparing deeds of trust or other related mortgage loan processing functions.

Additional Requirements:

Possess and maintain a valid California Class “C” Driver’s license.

Knowledge of: basic mathematics, ratios, and percentages; basic accounting; clerical practices; real estate as it relates to mortgage loan processing and terminology, property ownership, preliminary title reports, credit reports and other related loan documentation processes; housing rehabilitation terminology; and the requirements of housing rehabilitation programs administered through the Planning And Community Development Department.

Skill in: understanding and preparing loan documentation; determining property ownership and understanding preliminary title reports; interpreting credit reports and other related loan documentation; organizing and monitoring loan packages; proofreading documents; communicating effectively on the telephone and in person; interacting with people of varying socioeconomic and educational backgrounds; reading, interpreting and understanding complex regulations regarding housing rehabilitation programs, and real estate documents; analyzing applications in comparison to the requirements for differing housing rehabilitation programs and evaluating eligibility; applying guidelines impartially and consistently; proofreading documents; preparing clear and concise correspondence and reports; using a personal computer and related software; work effectively under deadlines and pressure; and establishing and maintaining effective work relationships.

A background check may be conducted for this classification.

ALL Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100 - 3109 and Ordinance Code Title 2 - Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.