

The Schenectady Municipal Housing Authority

Part-Time Tenant Investigator

The Schenectady Municipal Housing Authority (SMHA) is seeking qualified candidates for the part-time position of **Tenant Investigator**. Employees in this position work independently to perform investigations related to allegations of dwelling lease violations in federally assisted housing. Job duties include, but are not limited to: conduct inspections of public and assisted housing apartments, conduct interviews and perform surveillance, gather evidence, prepare cases with knowledge of federal, state and local laws, attend and testify at hearings and in court. Essential knowledge and skills and abilities: Knowledge of legal processes for ascertaining lease violations or criminal activity, knowledge of investigative techniques and evidence gathering including chain of custody, effective oral and written communication skills, ability to independently prepare cases against lease violators, good knowledge of federal, state and local criminal and civil laws and tenant rights, ability to operate standard technology.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with at least a two (2) year Associate Degree in criminal justice, human services, or social science, and five (5) years experience in an investigatory position in law enforcement which shall have included two (2) years experience working in a public or private human services community or government agency in a position that involves interviewing, conflict resolution or public assistance programs; OR, graduation from high school or possession of an equivalency diploma and ten (10) years experience as defined above; OR, an equivalent combination of training and experience as defined by the limits of all of the above.

Special Requirements: Must possess a valid NYS Driver's license at the time of appointment and must maintain such license throughout the tenure of appointment. Must live in Schenectady or a contiguous county.

Starting Hourly Pay Rate: \$30.62

Civil Service Appointment Status: This position is in the civil service competitive class. Appointments to this position will be made on a provisional basis. The candidate will be required to pass a written examination and be reachable on the resulting eligible list.

Normal Work Schedule: Part-Time, 17.5 hours per week, Monday through Friday

Pre-employment and Random Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test. Employees in this position are also subject to random drug screening throughout employment.

Submission Requirements: Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume must be submitted via mail or email to the following:

Office of the Executive Director, Schenectady Municipal Housing
Authority 375 Broadway, Schenectady, NY 12305
jobs@smha1.org

Submission Deadline: October 18, 2022

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer