

Andrew M. Cuomo  
Governor



James S. Rubin  
Commissioner/CEO

**New York State Division of Housing and Community Renewal**

Hampton Plaza  
38-40 State Street  
Albany, NY 12207

**JOB OPPORTUNITY POSTING NOTICE**

<b>NOTICE NO.</b>	<b><u>54-2016</u></b>	<b>STARTING DATE:</b>	<b><u>IMMEDIATELY</u></b>
<b>POSTING DATE:</b>	<b><u>10/13/16</u></b>	<b>REMOVAL DATE:</b>	<b><u>10/27/16</u></b>

**TITLE & GRADE:** Rent Examiner 1 / SG14

**NUMBER OF VACANCIES TO BE FILLED:** 1

**NEGOTIATING UNIT:** DC37    **STATUS:** PROVISIONAL    **DURATION:** Full Time

**LOCATION & UNIT:** Gertz Plaza/Multi-Services

**SUPERVISOR:** Christopher Ducie

**DUTIES:** The incumbent will review applications from tenants and owners regarding disputes concerning rent amounts, status of buildings, dwelling space, required services, and equipment required to be provided with the housing accommodation; review evidence provided by owners and tenants; draft and serve notices, documents, and submissions, as necessary, to ensure due process; request inspections as necessary; prepare draft orders for supervisory review and final orders for issuance.

**QUALIFICATIONS:** Either A. four years of full-time experience in an office or organization which deals with housing or property management related activities where your duties were related to rentals, leases, subsidized rents and other tax benefits and/or the completion of applications used by the Division of Housing and Community Renewal.

Or B. four years of United States Armed Forces experience, in a position that involved performing housing-related functions on a military base or in the field; and an honorable discharge from the United States Armed Forces.

**Non-Qualifying Experience:** Experience limited to custodial or construction duties is not considered qualifying experience for the purpose of the exam.

**Substituted Qualifying Experience:** College study may be substituted for the required experience, to a maximum of three years as follows:

- 30 college credits for one year;
- 60 college credits or an associate's degree for two years;
- 90 or more college credits, or a bachelor's degree or higher, for three years.

**PLEASE PROVIDE A CURRENT RESUME IF INTERESTED IN APPOINTMENT.**

**PERSONNEL OFFICE CONTACT:** Ilan Halfi

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**TO BE CONSIDERED, YOU MUST SUBMIT AN "EMPLOYEE APPLICATION FOR JOB OPPORTUNITY" WITHIN TEN (10) BUSINESS DAYS FOLLOWING THE ABOVE POSTING DATE, TO THE DIRECTOR, PERSONNEL OFFICE. THIS FORM, (ADM-128) IS AVAILABLE ON THE INTRANET OR FROM THE PERSONNEL OFFICE. EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. REASONABLE ACCOMMODATIONS WILL BE PROVIDED TO DISABLED CANDIDATES UPON REQUEST.**

Web Site: [www.nysdhcr.gov](http://www.nysdhcr.gov)  
Email address: [dhcrinfo@nysdhcr.gov](mailto:dhcrinfo@nysdhcr.gov)