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

NOTICE NO. 53-2016	**STARTING DATE: IMMEDIATELY**
POSTING DATE: 10/13/16	**REMOVAL DATE: 10/27/16**

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/Overcharge – Luxury Decontrol

SUPERVISOR: Jerry Scher

DUTIES: Under the supervision of a Housing and Community Renewal Specialist 1 the Rent Examiner would process overcharge and lease renewal applications as well as Fair Market Rent applications. This involves gathering evidence from both sides, evaluating the evidence and calculating the rent based on applicable regulations, rules and procedures.

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 **PHONE: (518) 486-5066**
EMAIL: Ilan.Halfi@nyshcr.org **FAX: (518) 486-5007**

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.

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