

State of Oregon Compliance Specialist 2 (Compliance Officer)

Salary: \$3,761.00 - \$5,502.00 Monthly

Location: Salem, OR

Job Type: Permanent

Department: Oregon Housing & Community Services (OHCS)

Job Number: OHCS17-0027OC

Closing: 8/21/2017 11:59 PM Pacific

This position is with the Asset Management and Compliance Section (AMCS) of the Housing Finance Division (HFD). There are three (3) available permanent, full-time positions located in Salem, Oregon.

Duties & Responsibilities: The person in this position monitors and evaluates compliance with applicable rules, regulations and agreements relating to programs such as LIHTC, HOME, Risk Share, Elderly & Disabled, OAHTC, Section 8, Trust Fund, and other affordable housing programs within the OHCS pervue. The person also physically inspects the department financed multifamily properties within the portfolio to assure they are decent, safe, and sanitary through the period of affordability.

MINIMUM QUALIFICATIONS: Four years' experience doing administrative research that included compiling and evaluating facts to recommend management action, or decide compliance with program guidelines and regulations. Two of the four years must be above the technical support level. Note: college-level course work may substitute for experience on the basis of 45-quarter units per year, up to a maximum of three years. Transcripts must be submitted to receive credit for education coursework at the time of application.

POSITION SPECIFIC REQUIREMENTS: Knowledge of regulations governing LIHTC, HOME, Elderly Bond, Risk Share, Section 8, and Trust Fund properties for which OHCS is responsible. Excellent organizational skills and the ability to analyze and act on difficult and varied information, including Federal program regulations and laws, state statutes and loan documents, project financial information and industry standards, trends and procedures.

DESIRED ATTRIBUTES: Dependable, self-motivated and organized individual skilled at multitasking, meeting deadlines and producing high quality work. Customer service, problem solving, critical thinking skills and the ability to respond quickly and professionally. Property management knowledge and experience. Physical Inspection experience utilizing Uniform Physical Conditions Standards (UPCS) guidelines. Minimum of three years' experience in the Low Income Housing Tax Credit Program (LIHTC) or HOME, Rural Development, Section 8 or other affordable housing programs. Experience interpreting state and federal policy procedures and standards. Have the ability to communicate effectively orally and in writing.

For more information and to apply please visit:

<https://www.governmentjobs.com/careers/oregon/jobs/1802605/compliance-specialist-2-compliance-officer>

OHCS is an Affirmative Action/Equal Opportunity employer, and encourages members of all diverse communities to join our workforce as we endeavor to best serve Oregonians from every background.

