



Homes and Community Renewal



JOB OPPORTUNITY POSTING NOTICE

TITLE: Rent Examiner 2

APPOINTMENT TYPE: Provisional

LOCATION: Gertz Plaza

SALARY RANGE: \$49703 TO \$60371 Annually

QUALIFICATIONS: Four years of full-time experience performing duties related to rentals, leases, subsidized rents, and other tax benefits in an office or organization dealing with housing or property management related activities, and/or the completion of applications used by DHCR. College study may be substituted for the required experience on an academic year for calendar year basis, up to three years.

DUTIES: The incumbent will review applications from tenants and owners regarding disputes concerning rent amounts, lease violations, status of buildings, dwelling space, required services, equipment required to be provided with the housing accommodation, major capital improvements, modification of services applications, tax abatements; 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 regarding cases before the Rent Administrator.

EMAIL ADDRESS: job.opportunities@hcr.ny.gov

Notes on Applying: Please send current resume to job.opportunities@hcr.ny.gov when applying and clearly outline how you meet the minimum qualifications.