

ADDENDUM 1

1. Contact Realtors and building administrators to locate units suitable for addition to the housing pool. 30%

Incumbent must have contact with local realtors, landlords and building administrators in making all the arrangements necessary to acquire, preparing the lease documentation, and assuring lease payments for leased housing units in the Mission housing pool. Decisions by the Post General Services Officer and the Mission Housing Board are made in accordance with the recommendations of the Leasing Unit. Therefore, the incumbent must have a good knowledge of the local housing market and the technical expertise to select and lease prospective additions to the pool.

2. Administrative duties including maintenance of the RPA report, preparation of legal documents written. 25%

The incumbent is responsible for the preparation of documentation for lease amendments, lease terminations and lease extensions ensuring that all documents are properly executed. Prepares lease waiver requests. Conduct final inspections of residential space with the Maintenance staff and RSO representative to ensure that the housing unit meets Mission standards and unique requirements of the assigned occupant. Arrange for electrical services (electrical and water) with local vendors. Conduct final inspections of residential space with the Maintenance staff to ensure property is returned in acceptable condition.

3. Communications with landlords, apartment administrations, maintenance of lease files, correspondence. 25%

Telephone contacts regarding leases, utilities, and building administrators. Written communications regarding utility invoices, and billing instructions. Face-to-face contact regarding the signing of leases, discussions with landlords and administrators.

4. Must drive a USG vehicle in the performance of duties. 10%

5. Due to the volume of work in this section the incumbent serves as the back up for the 10%

Housing Make Ready Coordinator and acts on her own in many cases fulfilling the full range of Realty Assistant duties. Other job

related duties as assigned by supervisor.