



JOB DESCRIPTION

Lincoln Housing Authority			
JOB TITLE:	Inspections Assistant	FLSA STATUS:	Non-Exempt/Temp
PROGRAM/AREA:	Tenant Based Housing	EFFECTIVE DATE:	July 2026
REPORTS TO:	Inspections & Front Desk Supervisor		
SUPERVISES:	N/A		

GENERAL SUMMARY:

The Inspections Assistant performs re-inspections to verify compliance with HUD Housing Quality Standards (HQS), NSPIRE standards, and Lincoln Housing Authority policies. The position also conducts rent reasonableness determinations for proposed rent increases, provides administrative and clerical support, and assists in ensuring safe and compliant housing for program participants.

PRINCIPAL JOB FUNCTIONS:

- Conducts re-check inspections of units prior to move-in, annually, and when special inspections are required.
- Interacts with tenants, participants, and landlords in a professional and courteous manner.
- Uses computer systems to prepare written reports documenting findings. Distributes reports to landlords and staff.
- Appraises the rent charged for units and determines if it is reasonable in the local market. Compiles written documentation and notifies landlords of findings.
- Instructs landlords and tenants on how to comply with inspection standards.
- Assists Housing Inspectors, Inspections Office Assistant, and Inspections Housing Specialist as needed.
- Performs other related duties as required.

REQUIRED QUALIFICATIONS:

- Graduation from a high school or GED equivalent, desired.
- Good conflict resolution and customer service skills.
- Experience in real estate, real estate values or similar background is helpful.
- Experience utilizing computer programs to communicate via e-mail, generate letters, batch mailings, and document information, desired.
- Ability to effectively communicate and work within a culturally diverse work environment including obtaining and utilizing interpreters.
- Ability to maintain client confidentiality and keep confidential information secure.
- Valid Nebraska Driver's License plus a dependable vehicle required.

PHYSICAL REQUIREMENTS:

Work duties are performed in an office setting and require the ability to perform office procedures. Characterized as medium work requiring exertion of 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or a greater than negligible up to 10 pounds of force constantly to move objects. Reasonable accommodations may be made to enable individuals needing assistance to perform the essential functions. Also requires safe operation of a motor vehicle.

**A copy of this job description has been delivered to the employee and a copy has been placed in the employee file.*