

**CLASS TITLE: REHAB FINANCE OFFICER**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs duties in the administration of the City's housing rehabilitation program designed to promote neighborhood revitalization and redevelopment and other related assigned duties.

**ESSENTIAL TASKS:**

- Meets with potential borrowers to assist in rehab program application process
- Processes loan and grant applications
- Researches property title to determine legal ownership
- Determines and verifies accuracy of property legal description
- Reviews and interprets credit history and other pertinent financial information necessary to determine client eligibility
- Prepares loan and grant closing documents and related forms
- Maintains records, files and documentation of related activities
- Provides technical assistance to individuals, contractors, groups and agencies, including credit counseling, banks and other financial institutions
- Collects loan payments and services delinquent accounts
- Utilizes advanced computer software packages to develop correspondence, produce reports and maintain records
- Coordinates projects and recommends solutions to improve office procedures
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration, psychology, sociology or a closely related field, and three (3) years related experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the laws, regulations and guidelines governing real estate rehabilitation by a public agency; good knowledge of historical real estate and financial research methods; good knowledge in computer operations. Ability to conduct title and real property searches; ability to provide appropriate technical assistance; ability to prepare appropriate documents and related forms; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, reaching, balancing, kneeling, smelling, and handling; vision, speech, and hearing sufficient to perform the essential tasks. Some positions require arm and hand steadiness and finger dexterity enough to photograph structures.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code: 6517**

**EEO Code: N-02**

**Pay Code: AT-28**

**Group: Engineering, Planning and Technical  
Series: Planning**

**Effective date: June 12, 2003**