



**BOSTON HOUSING AUTHORITY  
JOB POSTING**

**JOB TITLE:** HEARING OFFICER (*employment contract with benefits*)\*

**GRADE:** 7

**UNIT:** Exempt

**SALARY RANGE:** \$34,618.71 - \$40,571.16

**POSTING DATE:** April 6, 2007

**APPLICATION DEADLINE:** April 20, 2007

**APPLICATION PROCEDURE:** Submit a cover letter along with a resume or employment application to the Director of Human Resources, 52 Chauncy Street, 9<sup>th</sup> Floor, Boston, MA 02111

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**GENERAL DESCRIPTION:**

Under the supervision of the Administrative Appeals Supervisor or his/her designee the Hearing Officer will hear administrative appeals within the agency except those which are required by law or BHA policy to be heard by the Grievance Hearing Panel. The Hearing Officer will also perform such paralegal duties and training duties as may be directed by the Chief Administrative Officer.

**DUTIES AND RESPONSIBILITIES:**

- Hears informal Occupancy Department appeals by applicants for public housing.
- Hears appeals by Leased Housing applicants and participants from adverse decisions of the BHA Leased Housing Department regarding their eligibility, Section 8 certification and/or tenancies and drafting decisions after these hearings.
- Hears appeals from decisions from the BHA Grievance Panel, and any other appeals designated by the Administrator or the Chief Administrative Officer.
- Issues written decisions for each hearing.
- Assists with the coordination and the scheduling of all appeal hearings.
- Assists attorneys in the training of new Grievance Panel members.
- Engages in paralegal work including legal research as required by the Chief Administrative Officer or his/her designee.
- Reviews and makes determinations concerning requests for reasonable accommodations.
- Maintains databases as required.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

A Bachelor's degree is required. Excellent reasoning and writing skills sufficient to properly draft-hearing decisions is essential. Ability to interpret regulations and policies. Experience in government or affordable housing preferred. Bilingual applicants are encouraged to apply.

*\*All BHA employees with regular status, who apply for and are hired to fill a contract position, will retain their regular status.*

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An Equal Opportunity/Affirmative Action Employer  
Bilingual candidates are encouraged to apply