

Career Opportunity



Security Coordinator Assistant

Salary
\$ 15.16- \$17.12

Department
Affordable Housing

Reports to
Security Coordinator

Closing Date:
September 17, 2018

POSITION SUMMARY

Obtain criminal background reports for applicants to Public Housing and Housing Choice Voucher Program and disseminate information to program staff. Assist the Security Coordinator with management and coordination of THA's Community Enhancement Unit, third party security contractors, and oversight of the security of THA property, residents, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Obtain criminal background reports on THA applicants, residents and employees from a computerized data system and disseminate information to appropriate housing staff to ensure compliance with THA policies.
- Train property management staff compliance on criminal background policies and procedures and monitor compliance.
- Assist with monitoring reported fraud and drug activity that is submitted

through THA's website, TulsaHousing.org.

- Ensure that the information is forwarded to the correct individuals: Tulsa Police Department, THA's Community Enhancement Unit, or housing staff.
- Track reported fraud and drug activity in a log and follow up to ensure that reported fraud and drug activity was addressed.
- Support Security Coordinator in working with THA's Community Enhancement Unit and third-party private security contractors.
- Assist with oversight of THA's security cameras. Monitor and log weekly that every security camera is working at each THA location.
- Assist with weekly Domestic Violence classes held at THA's Central Office.
- File THA's court paperwork accurately and timely with the Tulsa County Courthouse.
- Appear and testify as a witness in court trials if required.
- Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions. Must be able to identify and analyze certain illegal drugs.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school and a minimum of three (3) years of experience as an investigator with an organized law enforcement organization. Additional years of experience as an investigator will offset the education requirement at the rate of two (2) years of experience for one (1) year education.

To apply

Qualified candidates should submit a resume to hr@tulsahousing.org or apply online at www.tulsahousing.org

Internal applicants must submit an internal application.

EOE

Drug testing and background checks are administered.