

# MANUFACTURED HOUSING & BUILDING DIVISION

## INVESTIGATOR/AUDITOR

Salary Range: \$39,983-\$71,563

Salary commensurate with experience and qualifications

### ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING.

WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at [www.azhousing.gov](http://www.azhousing.gov)

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

#### JOB SUMMARY

Reporting to the Manufactured Housing and Building Administrator for Compliance, this position performs duties that include investigations against unlicensed activities and violations by licensed entities, licensee audits, complaint investigations, preparing legal documents related to the regulatory function of the Manufactured Housing and Building Division, and HUD State Administrative Agency tasks.

#### JOB DUTIES

This position is responsible for a variety of tasks for the Division, including but not limited to:

- Initiate and perform investigations against licensees and non-licensed individuals to determine and verify any violations to statutes or rules.
- Compose administrative actions to include Citations and Complaints, Cease and Desist Orders, Orders to Comply and Investigative Reports.
- Audit dealer sales records to ensure compliance with applicable statutes, rules and procedures.
- Review responses to legal documents generated to make a recommendation of appropriated actions to be taken.
- Perform administrative tasks to include, but not limited to, phone calls, emails and other communication in support of investigative or audit functions.
- Prepare monthly reports as required by the Department to report investigative or audit functions.
- Other duties as assigned.

#### QUALIFICATIONS

Candidate must have at least five (5) years of experience in an administrative or support role in a professional office environment.

##### Knowledge:

- Knowledge of federal regulations and the application of state statutes and rules specifically related to auditing and investigative procedures.
- Knowledge of legal documents and processes.
- Knowledge of trends in the financial industry, preferably among the manufactured building industry.
- Advanced computer knowledge including Word, Excel and PowerPoint.

##### Skills:

- Interpersonal skills to communicate with homeowners, licensees and local jurisdictions while demonstrating empathy and active listening skills.
- Must be skilled in problem solving, identifying process problems and developing resolution.
- Organizational skills.
- Strong written and oral communication skills.
- Excellent time management skills and business mathematical application.

##### Abilities:

- Ability to organize a diverse workload schedule.
- Work independently.
- Establish and maintain professional relationships with internal customers, licensees, and stakeholders.
- Respond timely in a fast pace environment while adhering to established regulatory and statutory timelines.

## BENEFITS

The State of Arizona offers an excellent and affordable comprehensive benefits package including:

- Medical, Dental, Life, and Short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- Accrued vacation and sick days
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

## RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. Enrollment eligibility will become effective after 27 weeks of employment for new members of ASRS.

## HOW TO APPLY

Please visit [Arizona State Jobs](#) to apply. You will be directed to create a user account and upload your resume. The Job ID is 493696 for this position.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.