



EXTERNAL NOTICE OF POSITION OPENING

KNOX COUNTY, ILLINOIS 06/17/2026

The Knox County Housing Authority provides high quality, affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. The KCHA is the largest owner of rental housing in Knox County, providing homes to over 1,300 people. We currently have 424 units in our public housing portfolio - 228 single, elderly, and disabled units, 196 units of family housing, and 138 units of multi-family housing. The agency also oversees 200 Housing Choice Vouchers that allow low-income families to rent from private landlords throughout the jurisdiction.

COMPLIANCE SUPPORT SPECIALIST

The Compliance Support Specialist is responsible for supporting the Knox County Housing Authority's public housing and Housing Choice Voucher compliance functions, with primary responsibility for conducting public housing inspections, Housing Choice Voucher inspections, reinspections, special inspections, and the related administrative work required to document, track, and close inspection activity. In addition to inspection duties, the Compliance Specialist performs file compliance reviews for new and existing public housing and Housing Choice Voucher files. This includes reviewing tenant and participant files for required forms, eligibility documentation, rent calculation support, income verification, inspection documentation, notices, and other required program records. This position requires strong attention to detail, sound judgment, computer proficiency, professional communication, and the ability to apply agency policy, HUD requirements, Fair Housing requirements, and internal compliance standards consistently. The position involves regular contact with residents, voucher participants, landlords, owners, maintenance staff, property management staff, HCV staff, and administrative staff. The Compliance Specialist contributes to the agency's mission by helping ensure that housing units are decent, safe, sanitary, and compliant, and that program files are accurate, complete, and audit-ready.

A full job description is available upon request. Interested candidates are encouraged to submit a letter of interest and resume to Executive Director Derek Antoine no later than Friday, June 26, 2026 by 4:30 p.m. Application documents will be accepted in person, or via mail, fax, or email. Should applicants have questions regarding this posting, please contact:

Derek Antoine, Executive Director
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