

LACKAWANNA COUNTY HOUSING AUTHORITY

2 CLERK
VACANCIES

Posting Date

07/03/2018

Closing Date

07/09/2018

**THE PROVISION OF COLLECTIVE BARGAINING WILL APPLY IN FILLING
OF THIS POSITION**

Vacancy: Job Title: CLERK

Job Location: All Programs/Departments, including Administrative Office

Type: Full Time 8:00AM to 4:00PM

Salary Range: \$25,000.00-\$30,000.00 based on experience.

Duties:

Copy, file and maintain paper or electronic documents and records
Type, format, or edit routine memos or other reports
Sort and deliver incoming mail and send outgoing mail
Answer telephone calls, take messages, or transfer calls to staff
Schedule appointments and receive customers or visitors
Copy, file and maintain paper or electronic documents and records
Provide general information to staff, clients, or the public
Obtain information, send correspondence, or perform data entry
Other duties as assigned

How to apply:

To request an interview email Nancy Ikeler at nikeler@hacl.org or call 570-342-7629 ext 303.

