

LACKAWANNA COUNTY
HOUSING AUTHORITY
(3) Clerk Positions Available Part Time

POSTING DATE:

November 6, 2017

CLOSING DATE:

TBA

VACANCY: Job Title: Clerk

Annual Salary Range: - \$15.72 per hr.

Location: Varies

Type Employment: part time (not to exceed 27 hours per week)

Work Hours: Varies

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 designed

Overview:

General office clerks perform a variety of administrative tasks, including answering telephones, typing or word processing, making copies of documents, filing, and maintaining records.

HOW TO APPLY: To request an interview e- mail Lackawanna County Housing Authority
Attn: Nancy Ikeler To obtain additional information, call 570. 342.7629 ext.
303 nikeler@hacl.org

The positions may not be filled immediately