

**LACKAWANNA COUNTY HOUSING AUTHORITY**

**PART-TIME CLERICAL**

**Posting Date**

August 30, 2019

**Closing Date**

September 6, 2019

**The Provisions of Collective Bargaining Does Apply In Filling This Position.**

**Vacancy:** Part Time Clerical max hours 25 per week.  
Preferably applicant should be bilingual in Spanish

Annual Salary: \$15.72 per hour

**Job Location:** Housing Authority Offices

**Type:** Part – Time hours to be discussed

**Duties:**

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

**How to apply:**

Contact Nancy Ikeler 570-342-7629 x 303 for interview.