

LACKAWANNA COUNTY  
HOUSING AUTHORITY  
**Part Time Administrative Clerk**

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**POSTING DATE:**

2/16/2024

**CLOSING DATE:**

2/23/2024

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**VACANCY:** Job Title: Part Time Administrative Clerk

Annual Salary Range: - \$20.00 per hr.

Location: Administrative Office

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

Work Hours: Flexible

**Duties:** The position will include general office duties, search for the best service and material in a cost effective way. In accordance with Housing Authority of the County of Lackawanna Policies and Procedures.

This will also include the following duties:

- Accepting and scrutinizing vendor bids or proposals;
- Selecting sources based upon analysis;
- Negotiating for best prices;
- Obtain price bids on supplies, materials and services as requested;
- Be the resource of the micro purchases, small purchases and macro purchases;
- Preparation of all types of bids;
- Preparation of purchase orders throughout the agency;
- Work with the Administrative, Finance, Maintenance and Property Managers; and assist the preparation of the HACL News Letter.
- Maintain filing system for the purchase orders and their respective bids, contact files and service agreements;
- Assist Accounting Staff with various office duties
- Any other duties and responsibilities in accomplishing this position and the Housing Authority.

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

**RECRUITMENT METHOD(s)**

**ELIGIBILITY:**

1. Meet the minimum experience and training required for the job:
  - Bachelor's Degree from a four (4) year college or university.
2. Knowledge of the principles and practices of budgeting and budget administration.
3. Knowledge of report preparation techniques.
4. Ability to interpret and apply insurance regulations as applicable to procurement policies.
5. Ability to manage work through planning, organizing and check for completions of routing work and special projects in order to meet organizational goals and deadlines.
6. Ability to operate most standard office equipment such as fax machines, copiers, calculator, computer, etc.
7. Ability and understanding of following oral and written instructions.
8. Ability to analysis invoices, purchase orders, and requisitions.
9. Proficiency with Microsoft Office and the Housing Authority software.
10. Ability to understand and apply accounting principles and practices.
11. Work with the Maintenance Office to purchase supplies.
12. Work with the Accounts Receivable for accuracy on Purchase Orders payments

**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](mailto:nikeler@hacl.org)

The positions may not be filled immediately