



JOB VACANCY ANNOUNCEMENT	
DATE:	September 12, 2025
JOB TITLE/STATUS:	Clerk 3, Non-Exempt
REPORTS TO/DEPARTMENT:	William Howard Day
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm / 37.5 hours per week
ANNUAL SALARY:	\$43,738.50
DEADLINE TO APPLY:	Until filled

POSITION DESCRIPTION:

This is complex clerical work involving the processing of documents in a variety of functions.

An employee in this class performs complex clerical work which requires the application of independent judgment. Work involves the responsibility for all aspects of a clerical process in an assigned geographic subdivision or functional area such as invoicing, or performing of complicated office activities which are control oriented, Work includes advanced clerical work processes or activities which are characterized by unpredictable and random inputs, making choices between different procedures to be followed, and determining the appropriateness of the information that is presented for further processing. Work will involve providing training and guidance new employees and functioning as a lead worker for moderately complex clerical operations. Work normally involves making independent decisions concerning the process to be followed, the appropriateness of the information to be processed, and the actions to be takes. Work is performed with considerable independence, subject to review by AMP Director or assigned supervisor.

POSITION SUMMARY:

Prepares monthly accomplishment reports from status reports, logs, and files which include information such as project name, bid awards, costs, anticipated completion dates, and stages of completion.

Responsible for maintaining client files according to Authority and HUD requirements.

Proofreads varying types of materials to ensure that information is grammatically correct, complete, consistent, and adheres to agency rules and regulations.

Maintains cost, financial, tax, or disbursement records and statements that do not involve the use of standard accounting principles by posting, entering, transferring, adjusting, and balancing accounts in the control process.

Performs arithmetic computations to arrive at numerical results such as prorating taxes, computing rents, allowable assistance payments, and project completion percentages by using variable formulas which are selected on a situation or problem basis.

Prepares documents to purchase books, supplies, equipment, services, etc. by referring to catalogues, and other sources to obtain prices, specifications, and related information.

Operates office machines such as the typewriter, computer and related software, adding machine and calculator.

Performs related work as required.



POSITION QUALIFICATIONS:

Knowledge of English grammar, spelling, and punctuation at a level equivalent to that used in writing or adjusting written materials normally consisting of complex sentence structures; one, two, and three syllable words; and punctuation marks for word, number, sentence, phrase, and clause separation.

Knowledge of the specialized office procedures and practices which relate to the work process.

Knowledge of the types, organization, and use of various kinds of office files that are organized according to multiple indexing methods; and logs, forms, and letter formats used in consolidating information from numerous sources.

Ability to understand and follow oral and written instructions which explain the work objectives and general guidelines that require independent decision making on the most appropriate procedures to be followed in varied courses of action.

Ability to make independent determinations on the best possible resolution to processing problems.

Ability to transfer information from formats which occur in random order and present in a modified form according to rules and procedures.

Ability to organize work in a manner which insures smooth processing and accomplishment of priority items on schedule.

Ability to use discretion and judgment in securing and dispensing confidential information.

Ability to collect and organize material for reports by determining the information sources, appropriate information, and form of presentation.

Ability to maintain cost, financial, or disbursement records and statements that do not involve the use of standard accounting principles by posting, entering, transferring, adjusting, and balancing numerous accounts in the control process.

Ability to operate office equipment including a computer and related software.

Special selection criteria based upon the nature of the position.

Must possess and maintain a valid Pennsylvania driver's license.

EXPERIENCE and TRAINING:

Six months as a Clerk 2, and education development to the level of high school; or

One year of progressively complex clerical experience and completion of high school; or

Six months of moderately complex clerical experience and completion of post high school business curriculum; or

Any equivalent experience and/or training which provided the required knowledge and abilities.

**For consideration, you must submit your interest via email to
HumanResources@Harrisburghousing.org**