



JOB VACANCY ANNOUNCEMENT	
TO:	All eligible and interested - Clerk 3's
DATE:	July 27, 2026
JOB TITLE/STATUS/LOCATION	Management Aide – Jackson Tower
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm
PAY RATE:	\$26.70 per hour
DEADLINE TO APPLY:	August 3, 2026 or until filled

PURPOSE FOR THE POSITION:

This is a clerical technical position. An employee in this class will perform a variety of beginner level duties to develop technical competence and understanding of an assigned AMP.

POSITION SUMMARY:

Assist in the collection, analysis and evaluation of statistical data for use in planning and administering the AMP. Assist in the analysis of fiscal data and in the examination of records and procedures for adherence to laws, regulations and procedures pertaining to their AMP.

Collects, deposits and adjusts rents and charges from residents; verifies income; interviews and in-processes new residents; prepares correspondences; processes complaints; and performs related duties as required.

POSITION QUALIFICATIONS:

- Knowledge of current social and economic problems which concern housing authorities.
- Knowledge of management practices and agencies dealing with social problems and community needs.
- Knowledge of the principles and practices involved in reviewing and auditing financial statements.
- Ability to secure and analyze facts and to exercise sound judgment in arriving at conclusions.
- Ability to plan and organize the management of AMP records and reports.
- Ability to learn, interpret and administer rules, regulations and procedures related to managing an AMP.
- Ability to establish and maintain effective working relationships with superiors, colleagues, tenants, other agencies and the general public.
- Ability to express ideas clearly and concisely, both written and verbal.

EXPERIENCE and TRAINING:

All eligible candidates must:

1. Be a resident of Pennsylvania and possess a valid driver's license.
2. For promotion without examination, applicants must meet the following criteria:
 - a) Meet the Authority's criteria for meritorious service and seniority which are:
 - An applicant must have a minimum of one year of unbroken classified service in the next lower class (Clerk 3); and
 - Applicants must lack formal discipline above the level of a written reprimand for a timeframe of at least one year prior to the closing date of this posting.
 - b) The overall rating of the last due regular or probationary performance evaluation report must be higher than unsatisfactory.

KEY COMPETENCIES:

Possess a valid Pennsylvania Driver's License.

Capable of lifting at least 20-30 pounds.

Ability to understand and take direction in English.

The provisions of the collective bargaining agreement apply in the filling of this position. This is a full-time position.

To apply, you must submit your letter of interest or resume via email to vinam@harrisburghousing.org