



JOB VACANCY ANNOUNCEMENT	
TO:	All eligible and interest parties
DATE:	August 11, 2026
JOB TITLE/STATUS/LOCATION	Clerk 1/Receptionist – Hall Manor
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm
PAY RATE:	\$20.89 per hour
DEADLINE TO APPLY:	As per the Collective Bargaining Agreement

POSITION DESCRIPTION

The Clerk I/Receptionist performs routine clerical and receptionist duties in support of the daily operations of the Housing Authority. Work is performed in accordance with established policies, procedures, and instructions and requires the employee to provide professional and courteous service to residents, applicants, visitors, employees, and the public.

Work is performed under the general direction of the AMP Director. The position requires the ability to prioritize routine assignments, maintain organized records, and exercise appropriate judgment when determining when matters should be referred to a supervisor or other department.

POSITION SUMMARY

- Provides professional and courteous receptionist services to residents, applicants, visitors, employees, and the public.
- Answers, screens, and directs incoming telephone calls and provides routine information within established guidelines.
- Greets visitors and determines the appropriate department, employee, or service to which they should be directed.
- Receives, date-stamps, sorts, distributes, and maintains incoming and outgoing correspondence, mail, forms, and other documents.
- Receives applications, forms, supporting documents, payments, and other materials from residents, applicants, and members of the public and ensures that materials are properly routed for processing.
- Files, retrieves, organizes, and maintains records and documents in accordance with established filing procedures.
- Enters, updates, logs, and retrieves routine information from agency records and computer systems.
- Operates standard office equipment, including computers, telephones, copiers, scanners, fax machines, and other related equipment.
- Make copies, scans documents, prepare correspondence, and perform other general clerical duties.
- Assists residents and applicants with general questions and directs them to the appropriate department or staff member when additional assistance is required.
- Maintains the confidentiality and security of agency, resident, applicant, and employee information.

- Assists with maintaining an orderly, professional, and welcoming reception area.
- Performs routine data entry and recordkeeping with attention to accuracy and completeness.
- Sorts and distributes internal correspondence and documents to appropriate departments and employees.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic office practices, procedures, and equipment.
- Ability to communicate effectively and professionally with residents, applicants, visitors, employees, and the public.
- Ability to maintain accurate files, records, logs, and routine documentation.
- Ability to follow established policies, procedures, and instructions.
- Ability to perform basic data entry and use standard computer applications.
- PA Driver's License

WORKING CONDITIONS

Office Environment

Primarily office-based duties

Ability to lift 25-30 lbs

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

Updated: 8/12/2026