



JOB VACANCY ANNOUNCEMENT	
TO:	All eligible and interest parties
DATE:	August 11, 2026
JOB TITLE/STATUS/LOCATION	Clerk 3 – William Howard Day
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm
PAY RATE:	\$23.22 per hour
DEADLINE TO APPLY:	As per the Collective Bargaining Agreement

PURPOSE FOR THE POSITION:

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 supplies, equipment, services, etc. using resources to obtain prices, specifications, and related information.

POSITION QUALIFICATIONS:

- Ability to organize work in a manner which ensures 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.
- Performs related work as required.

EXPERIENCE and TRAINING:

1-3 yrs Prior Clerical Experience, High School Diploma

Any equivalent experience, training and or certification showing prior knowledge and abilities.

KEY COMPETENCIES:

Ability to read and write in the English language

Capable of lifting to 25 pounds

Primarily office-based duties

PA Driver's License

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