



## **JOB VACANCY ANNOUNCEMENT**

**Job Title:** Clerk

**Department:** Procurement

**Number of Vacancies:** One or more

**Employment Type:** Full-Time

**Representation:** Non-Represented

**Salary Range:** \$33,784 - \$42,230

**Posting Period:** Thursday, April 8, 2021 – Wednesday, April 21, 2021 (Internal Posting)

### **Persons Eligible:**

Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months and have satisfactorily completed their probationary period. Applicants cannot be actively on the Excessive Sick Leave list.

### **General Description:**

Assist the Procurement staff with clerical tasks, consistent with the Authority's Procurement Policy. Work is performed under the general supervision of manager or director and involves clerical duties such as filing, document preparation, scanning & indexing.

### **Principal Duties:**

Assist department with all functions of Procurement to include invoice processing, data collection and analysis, producing work in Word and Excel office applications, scanning, copying, faxing, emailing, internal and external communication, reconcile monthly credit card transactions, on line research and learning all aspects of Procurement specific GP Dynamics requisition and purchase order system.

### **Required Knowledge, Skills and Abilities:**

- Proficiency in Excel and Word.
- Candidate should be self- motivated, able to work independently, with proficiency in analyzing and summarizing detailed information.
- The position requires an individual with strong written and verbal communication skills.
- Strong organization skills with the ability to adapt to fast paced, changing priorities.

### **Minimum Acceptable Training, Experience, and Education:**

- High School Diploma or Equivalent
- Previous experience not required but preferred
- Experience managing multiple priorities required.

**Working Hours: Monday through Friday during normal business hours or as needed.**

### **Selection Process:**

50% - ASSESSMENT TEST, (COMPUTERIZED)

35% - ORAL INTERVIEW,

05% - ATTENDANCE,

10% - LATEST ANNUAL PERFORMANCE EVALUATION

INTERNAL APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. APPLICANTS WHO ACHIEVE A COMBINED SCORE OF 36 POINTS FROM THE ASSESSMENT TEST, EMPLOYEE EVALUATION AND ATTENDANCE, BASED ON THE WEIGHT EACH CATEGORY IS GIVEN, WILL BE INVITED TO THE ORAL INTERVIEW PHASE OF THE PROCESS. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 WILL BE PLACED ON THE ELIGIBILITY LIST.

*The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*

**PLEASE EMAIL RESUME/APPLICATION TO:**

**HUMAN RESOURCES DEPARTMENT**

**PPAJOBAPPS@PHILAPARK.ORG**