

Job Posting

Department: 25 - Probation & Parole
Organization: 253030 - Case Analysis Division
Job Code/Title: 2200 - Clerk Typist 2

Position Number: 106999
Announcement Number: 2015-571
County: Dauphin
Work Location: Central Office
1101 South Front Street
Harrisburg, PA 17104

Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: A1
Seniority Unit: Headquarters
Type Position: Permanent / Full Time
Salary Range: \$27,834 - \$40,900

Pay Schedule / Range: ST / ST03
Posting Length: 15 days
Posting Dates: 8/27/2015 - 9/10/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: Core work hours for the Board are 8:30am - 4:45pm. Work hours for this position will be based upon operational need.

Free Parking.

This is a 37.5 hour work week position.

This position is eligible for retirement benefits at age 60 or 65.

New employees to the Board or current employees not previously fingerprinted during PBPP employment will be fingerprinted during the hiring process.

Description of Duties: Receives, reviews, and sorts hearing and interview documentation from the Executive Office and ensures all required signatures have been affixed before forwarding to the appropriate unit for entry. When necessary, discussed

discrepancies in cases with the supervisor to ensure proper distribution.

Receives requests for files from Division staff; pulls folder from the File Room; scans the file into the Automated File Locator System (AFLS) and assigns to the appropriate staff member; returns the folder to the File Room. As requested, picks up and delivers files to various locations on behalf of staff members.

Receives new files from technicians and compiles files for Boot Camp cases as needed.

Retrieves, logs, transfers, receives, and distributes requested files in regard to Panel Hearings. Retrieves the file and inputs the appropriate information into the Panel Hearing tracking log after receiving request from an institution for a Panel Hearing. Completes a Panel Hearing Packet and attaches it to the appropriate file. Mails file to the appropriate institution and ensures the file is appropriately assigned within the AFLS. Once the file is returned, ensures a time/date stamp is placed on the hearing report and indicates the next appropriate tape number on the tape. Enters the tape number on the hearing report for tracking purposes and then files the tape. Inputs appropriate information into the Panel Hearing log. Transfers and delivers files to the appropriate technician for processing.

Types and proofreads correspondence/reports/forms for and on behalf of the supervisor.

Copies and faxes Board Actions, recommit orders, release orders, and other related material from case files.

Responds to written and/or verbal inquiries by creating/printing/distributing reports/files or providing other information as requested.

Assists the Director in compiling data and in determining facts related to Board Action recording dates, no Board Action, and other facts required for production/statistical purposes. Generates charts and graphs for statistical purposes.

Maintains and organizes files.

Maintains inventory control for office supplies and equipment.

Assists the Docket Unit with preparing files for parole interviews. Ensures the sentencing information is correct in the system, that correspondence has been forwarded to the involved Judge, District Attorney, and Clerk of Courts, and scans and ships the file via UPS to the appropriate institution. Assists the Docket Unit with scanning information into a database for Board review to support video conferencing of violent offenders. Assists the Docket Unit with reviewing official sentence structures. Researches identifiers from information provided to ensure that no previous files exist on the offender, enters sentence information into the Board's computer system after reviewing for accuracy and legality.

Schedules and attends required training each fiscal year.

Performs other related duties as assigned.

- Essential Functions:**
1. Communicates clearly and effectively, both orally and in writing.
 2. Uses a personal computer and other related office equipment.
 3. Works at any other facility as needed/requested.
 4. Compiles and organizes files and records.

Last Date Job Applications Will Be Accepted: **Thursday, September 10, 2015**

THIS IS AN ENTRY LEVEL POSITION

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists (Fill by examination in accordance with collective bargaining.)
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Six months as a Clerk Typist 1 and educational development to the level of eighth grade;
or
Completion of high school business curriculum which included at least one typing course;
or
Any combination of equivalent experience and training.
2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

How to apply - all candidates:

The following materials must be mailed and postmarked on or before **Thursday, September 10, 2015**:

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. [PBPP Bid Form](#)
4. For Voluntary Demotion Candidates - A memo/letter indicating you will accept the appropriate reduction in salary.

Failure to comply with the application requirements will eliminate you from consideration for this position.

The required documents must be received by or U.S. postmarked by the close of business on the closing date of this posting. Applicants using the interoffice mail system must allow sufficient time to be received by the closing date. Late applications will not be accepted.

If interested in applying by mail, please send above specified materials to:

**Board of Probation and Parole
Bureau of Human Resources
1101 South Front Street, Suite 5600
Harrisburg, PA 17104-2522**

APPLICATIONS MAY BE FAXED TO: (717) 772-4185

Individuals who wish to request an accommodation may contact the Disability Services Coordinator at (717) 787-5699 ext. 1325.

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