

# Job Posting

**Department:** 25  
**Organization:** 257115  
**Job Code/Title:** 2300

- Probation & Parole
- PP Beaver Falls Sub Office
- Clerk Typist 3

**Position Number:** 94833

**Announcement Number:** 2015-331

**County:** Beaver

**Work Location:** Beaver Falls Sub Office  
600 Sixth Street,  
Beaver Falls, PA 15010

**Type of Job:** Civil Service

**Union:** AFSCME

**Bargaining Unit:** A1

**Seniority Unit:** Pittsburgh District

**Type Position:** Permanent / Full Time

**Salary Range:** \$31,335 - \$46,748

**Pay Schedule / Range:** ST / ST04

**Posting Length:** 15 days

**Posting Dates:** 8/4/2015 - 8/18/2015

**Contact Number:** (717)787-5699 ext:1349 or [mdelatorre@pa.gov](mailto:mdelatorre@pa.gov)

**Information:** This is a seniority based position. Once all contractual obligations have been met, other bidders not in the seniority unit will be considered.

Work hours for this position are 8:00 a.m. until 4:30 p.m. based on operational need.

This is a 37.5 hour work week.

Current employees not previously fingerprinted during PBPP employment will be fingerprinted during the hiring process.

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

**Description of Duties:** Serves as lead worker by being a point of contact for clerical staff and training new employees. Provides assistance and reviews work to ensure adherence to standards.

Serves as timekeeper. Inputs leave/overtime into the Commonwealth's time and attendance system and provides technical assistance in the research of leave issues, payroll errors, and workflow problems.

Types correspondence/reports/forms for the supervisor and parole agents, correcting poor sentence structure, grammar, spelling, and punctuation. Prioritizes and organizes work as required.

Notarizes witness statements.

Inputs/updates/modifies information on new or existing parole cases via various computer systems to ensure up-to-date information is available at all times. Prepares offender official case files per accreditation standards and maintains them. Receives and reviews sentence information to determine accuracy, bringing inaccurate information to the attention of Central Office.

Inputs urinalysis drug screening results and any actions taken against offenders with positive results.

Maintains the directory for Judges, District Attorneys, and the list of treatment facilities.

Maintains inventory control for supplies, vehicles, and equipment.

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

Serves as back-up receptionist. Answers and directs phone calls; receives visitors and directs them as required; prepares and processes mail; and responds to general inquiries.

Schedules and attends required training each fiscal year.

Performs other related duties as required.

- Essential Functions:**
1. Communicates clearly and effectively, both orally and in writing.
  2. Efficiently uses a personal computer and other related office equipment.
  3. Works at any other facility as needed/requested.
  4. Assists supervisor as needed/requested.
  5. Maintains notary license.
  6. Maintains files.

**Last Date Job Applications Will Be Accepted: Thursday, August 18, 2016**

**THIS POSITION MUST BE POSTED FOR 15 CALENDAR DAYS:**

**The next lower classification(s) for promotional purposes in accordance with collective bargaining:  
Clerk Typist 2**

**Recruitment Method(s):**

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

- Seniority Promotion (Bidding employees in the next lower classification within the designated seniority unit.)
- Seniority Unit Lateral (Movement to the same class title within the designated seniority unit.)
- Civil Service Lists (Fill by examination in accordance with collective bargaining.)

When the collective bargaining obligation(s) have been met, then the following recruitment methods may be used:

- Promotion Without Examination
- 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 2, and educational development to the level of completion of high school;

or

One year of progressively complex clerical typing experience and completion of high school;

or

Six months of moderately complex clerical typing work and completion of a post high school business curriculum;

or

Any equivalent experience and/or training which provided the required knowledges, skills, and abilities.

2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

## Eligibility - Competitive Promotion Without Examination Only

### CLASS RESTRICTIONS

Have held regular civil service status in one of the following classifications:

1. Clerk Typist 2

### Selection Criteria

2. Minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet standards.
4. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 8/18/2016.

### Application Instructions

5. Interested qualified applicants must submit all requested materials as specified in the "How To Apply Section". Failure to comply with the above application requirements will eliminate you from consideration for this position. Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: (717)787-5699

This section is issued for compliance with [Management Directive 580.19, Promotion in the Classified Service without Examination](#).

### How to apply - all candidates:

The following materials must be mailed and postmarked on or before Thursday, August 18, 2016:

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:**

**PA 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) 787-6897.**

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