

Job Posting

Department: 25 - Probation & Parole
Organization: 253030 - Case Analysis Division
Job Code/Title: 2300 - Clerk Typist 3
Position Number: 50324469
Announcement Number: 2015-568
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: \$31,335 - \$46,748
Pay Schedule / Range: ST / ST04
Posting Length: 15 days
Posting Dates: 8/19/2015 - 9/2/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@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.

FREE PARKING.

Core work hours for the Board are 8:30am to 4:45pm. Work hours for this position will be 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: Responds to written and/or verbal inquiries by creating/printing/distributing reports or providing information as requested.

Sorts and distributes mail for the Violator Unit and the Minimum Review Unit. Copies and faxes Board actions, recommit orders, and other related material from the case files.

Inputs/updates/modifies hearing and interview determinations that are received from the Executive Office on Board actions. This includes reviewing material to ensure all signatures are affixed. Distributes cases to technicians in the Violator Unit by parole number; sorts, groups, and distributes cases by date for the Minimum Review Unit.

Maintains files. Pulls files and delivers to requestor. Scans files, if necessary. Receives list of panel hearings from parole offices and then locates and sends files. Ensures entry of pertinent information and distributes hearing packet for action when files are returned.

Maintains inventory control for office supplies and equipment.

Schedules interviews, compiles files for the interview process, greets and answers pre-interview questions from applicants. Prepares letters of regret to non-selected candidates.

Assists Docket Unit with scanning information into database for Board review and to support video conferencing of violent offenders.

Assists Docket Unit with reviewing the prison's official sentence structure. Researches identifiers from information provided to ensure no previous file exists on the individual. Reviews sentence information to ensure accuracy and legality; enters sentence information into a computer system.

Assists the Director in compiling data and determining facts relating to Board action regarding dates, no Board action, and other facts as needed for production/statistical purposes. Generates charts and graphs for statistical purposes.

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.

Last Date Job Applications Will Be Accepted: **Wednesday, September 2, 2015**

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

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

1. Have held regular civil service status in one of the following classifications:
 - o 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 9/2/2015.

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 **Wednesday, September 2, 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:

**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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