

# Job Posting

**Department:** 25 - Probation & Parole

**Organization:** 257124 - Allegheny Central Unit

**Job Code/Title:** 2300 - Clerk Typist 3

**Position Number:** 43979

**Announcement  
Number:** 2015-326

**County:** Allegheny

**Work Location:** Pittsburgh District Office  
134 Enterprise Street  
Pittsburgh, PA 15206

**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:** 8/20/2015 - 9/3/2015

**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 8:30 a.m. to 5:00 p.m.

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:** This position provides clerical support in the Allegheny Central Supervision Unit. This is a general caseload supervision unit and FAST caseload unit for the Pittsburgh District.

Serves as a lead worker for the clerical support staff in order to maintain a smooth flow of business on a daily basis. Serves as the point of contact for other clerical staff in the office. Provides technical assistance and clerical staff and reviews work to ensure adherence to policies and/or standards.

Assists with the training of new clerical staff in all aspects and duties of Unit work.

Updates databases; types correspondence/reports/forms for the supervisor and parole agents, correcting poor sentence structure, grammar, spelling, and punctuation.

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

Prepares Warrant Packets and Hearing/Waiver packets.

Prepares legal documents which accompany the warrant.

Solely responsible for providing clerical support to the FAST (spell out) Unit. Processes all incoming absconder cases for the FAST Team.

Coordinates all required appropriate paperwork with the assigned agent.

Types and processes all arrest series for all FAST cases.

Prepares all required paperwork for the return of Parole Violator's to the SCI's.

Maintains arrest controls and hearing calendars.

Serves as back up to the Secretarial Supervisor during his/her absences with monthly reports and processing/distributing other required paperwork.

Responsible for maintaining ACSU offender files to comply with accreditation standards.

Maintains and keeps up to date directories – i.e. Judges, District Attorneys, treatment facilities.

Serves as Notary Public for the Commonwealth of PA. Takes affidavits and statements from victims and notarize applications, and any other Notary Public function as requested or needed.

Inputs urinalysis drug screening results for Unit.

Processes adjustments to the supervision fees/ACT 35 as necessary.

Assist with greeting and welcoming visitors/offenders to the Pittsburgh District Office when needed.

Answers the telephone at the Pittsburgh District and provides necessary information as needed, using technical knowledge of PA Board of Probation and Parole policies and procedures.

Prepares and processes incoming and outgoing mail as required.

Serves as timekeeper, inputs leave/overtime into the Commonwealth's time and attendance system (ESS) and provides assistance in the research of leave issues, overtime issues, and payroll errors.

Attends meetings, takes minutes, transcribes, and distributes minutes as required.

Schedules and attends required training each fiscal year.

Performs all other related duties as required.

**Essential Functions:**

1. Understand Board policies and procedures
2. Communicate effectively both orally and in writing

3. Prioritize and organize work as required
4. Process incoming and arrest FAST cases
5. Maintain various logs and controls
6. Prepare and maintain files
7. Create and maintain close working relationships
8. Maintain Notary Public license
9. Use Board computer system and other office equipment
10. Preventive maintenance on equipment

**Last Date Job Applications Will Be Accepted: Thursday, September 3, 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:
  - Clerk Typist 2

## Selection Criteria

1. Minimum experience and training required for the job.
2. 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.
3. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 9/3/2016.

## Application Instructions

4. 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.
5. 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, September 3, 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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