

Job Posting

Department: 25 - Probation & Parole
Organization: 253030 - Case Analysis Division
Job Code/Title: 462800 - Parole Staff Technician 1
Position Number: 64230
Announcement Number: 2015-567
County: Dauphin
Work Location: Central Office
1101 South Front Street
Harrisburg, PA 17104
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: G4
Seniority Unit: Headquarters
Type Position: Permanent / Full Time
Salary Range: \$35,364 - \$53,281
Pay Schedule / Range: ST / ST05
Posting Length: 15 days
Posting Dates: 8/5/2015 - 8/19/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: The core hours of the Board are 8:30 am - 4:45 pm. Work hours for this position will be based on operational need.

FREE PARKING.

This is a 37.5 hour work week position.

New employees to the Board or 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: Researches, analyzes, and evaluates all violation hearing material for technical completeness and required information regarding disposition of all open cases, to insure that final Board actions are feasible.

Requests, in writing or by telephone, documents needed from field staff, institutional staff, or the courts, to record the Board action.

Reviews reports for delinquency and service of interrupting sentence. Applies that information to the calculation of back time, and the extension of the maximum. Completes a data worksheet with the mathematical computation and record the final Board Action.

Researches files in the Department of Corrections computer to determine location and to check on pending charges.

Enters administrative actions to record Boot Camp releases.

Researches, analyzes, and reviews material regarding detainer sentences, open detainers, concurrent county sentences, deportation detainers; and pre-parole reports, including TASC and in-patient programs, misconduct reports and extraordinary occurrence reports, in order to determine the proper wording of Board actions to assure the Board action conforms to all applicable policy, procedure and law.

Answers telephone inquiries to interpret Board actions, sentence computation and Board policy to field staff, attorneys, Judges and Department of Correction Records Officers and other personnel.

Discusses case records with Board Members to resolve any inconsistencies with Court opinions or established policies, and recommend appropriate changes. Clarifies, as necessary, with the Chief Counsel's Office, the Board Secretary's Office, or the Director of Case Analysis.

When necessary, makes authorized administrative changes in the Board Actions.

Researches and analyzes problem cases at the Division Director's request, and gathers necessary information as required.

Sorts, prioritizes, and controls cases to facilitate timely processing, to include routing case through Office of the Victim Advocate for possible victim input/notification.

Assists in training new technicians on how to analyze, review, calculate time owed and enter Board Actions in the computer.

Additionally, performs various duties related to the Case Analysis Division, such as routing mail and related typing, and handling requests for material from Board files. Gives directions to typists and Record Unit personnel regarding various work procedures. Periodically, researches, analyzes, and evaluates material submitted on review cases with the Board interviews to determine whether or not each file is complete and accurate. Checks the computer profile with the latest Department of Corrections or county prison sentencing information to insure completeness and accuracy. Either corrects sentence information in the computer, or directs clerical staff to correct any inaccurate information to insure accurate computer-generated Judge and District Attorney letters and release orders. Verifies Judge and District Attorney letters are sent according to law.

Schedules and attends required training hours.

Performs other related duties as required.

- Essential Functions:**
1. Analyzes arrest reports for Board Action.
 2. Enters Board Actions in computer.
 3. Communicates verbally and in writing.
 4. Prioritizes cases for completion.
 5. Proofreads varying types of information.
 6. Lifts and carries boxes of an unspecified weight.
 7. Maintains and organizes files and documents.
 8. Answers the telephone.
 9. Completes mathematical computations.
 10. Uses a personal computer and other related office equipment.

Last Date Job Applications Will Be Accepted: **Wednesday, August 19, 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.)
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Three years of experience in the computation or interpretation of sentences of criminal offenders.
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:
 - Records Specialist 1
 - Clerk Typist 3

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 8/19/2015.

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, August 19, 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.

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workforce diversity.

