

Job Posting

Department: 25 - Probation & Parole
Organization: 255200 - Chester/Norristown Office
Job Code/Title: 1700 - SECRETARIAL SUPERVISOR
1

Position Number: 100880

**Announcement
Number:** 2015-146

County: Montgomery

Work Location: 1961 NEW HOPE STREET,
NORRISTOWN, PA 19401

Type of Job: Civil Service

Union: AFSCME

Bargaining Unit: A2

Seniority Unit: Chester District

Type Position: Permanent / Full Time

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

Pay Schedule / Range: ST / ST04

Posting Length: 15 days

Posting Dates: 8/11/2015 - 8/25/2015

Contact Number: (717)787-5699 ext:1346 or ashlgruber@pa.gov

Information: Work hours for this position are 8:30am - 4:45pm, based on operational need.

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

This is a 37.5 hour work week.

Free parking is available.

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

Description of Duties: Serves as the secretary to the Deputy District Director and provides the full range of secretarial support to include: screens visitors; responds to correspondence/e-mails; maintains office, conference room, and personal calendars;

schedules and attends meetings; takes and transcribes meeting notes as requested; collects and organizes needed materials for reports and/or meetings; handles details of travel including itineraries, expense account, and reservations.

Serves as supervisor to clerical support staff performing clerical activities of moderate complexity.

Maintains the Release Orders log and assigns to clerical staff for typing.

Distributes, prints, and posts all vacancy announcements received.

Functions as lead Management Information System (MIS) operator for the Division. Attends MIS meetings and provides training to Division staff.

Maintains inventory control for office supplies and equipment. Coordinates and oversees maintenance/repair/replacement.

Reviews and retains copies of all invoices for water service, telephones, copier, etc., and forwards to Central Office for payment.

Notifies landlord of building problems and coordinates resolution. Acts on any problems presented by the alarm system and issues/deletes security codes for staff as necessary.

Plans and provides guidance in the establishment, reorganization, and purging of files as needed and required for accreditation. Upon request, coordinates auditing of files.

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

Assists in the Interview process for vacant clerical positions and recommends the selection of applicants.

Coordinates and oversees installation process for new computers for the Norristown Sub-Office staff, ensuring that the equipment is working properly. Receives and handles

requests for telephone services. Contacts the Help Desk when problems occur and follows through to resolution.

Acts as the Norristown Sub Office Right-To-Know Coordinator. Prepares hazardous materials documents and posts them. Provides presentations regarding employee procedures if/when exposed to hazardous materials.

Refers employees to the State Employees' Assistance Program as necessary.

Acts as timekeeper for Norristown Sub Office. Inputs leave/overtime into the Commonwealth's time and attendance system and provides assistance in the research of leave issues, payroll errors, and workflow problems.

Schedules and attends required training each fiscal year.

Serves as Notary Public and takes and notarizes victim and witness statements.

Assigns facts of crime requests/Out of District Arrests to Parole Agents in accordance with assignment wheel.

Employees in this job may participate in the performance of their subordinates' work consistent with operational or organizational requirements.

Performs the full range of supervisory duties.

Performs other related duties as required.

OTHER, Requirements Profile: Notary Public

- Essential Functions:**
1. Communicates clearly and effectively, both orally and in writing.
 2. Uses a personal computer and other related office equipment.
 3. Compiles and organizes files and documents. Completes and/or delegates work to ensure timely completion.
 4. Oversees clerical operations and provides supervision/guidance to subordinate employees.

Last Date Job Applications Will Be Accepted: **Tuesday, August 25, 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: One year of secretarial experience which included six months of lead work experience and educational development to the level of the completion of high school;
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

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 8/25/2015.

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 **Tuesday, August 25, 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**

REQUIRED DOCUMENTS MAY BE FAXED TO: (717) 772-4185

Individuals who wish to request an accommodation may contact the Disability Services Coordinator at (717) 787-5699 x1325.

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