

# Job Posting

**Department:** 25 - Probation & Parole  
**Organization:** 253020 - Case Management Division  
**Job Code/Title:** 2200 - Clerk Typist 2  
**Position Number:** 50345969  
**Announcement Number:** 2015-555  
**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:** \$27,834 - \$40,900  
**Pay Schedule / Range:** ST / ST03  
**Posting Length:** 15 days  
**Posting Dates:** 7/6/2015 - 7/20/2015  
**Contact Number:** (717)787-5699 ext:1821 or [aoshura@pa.gov](mailto:aoshura@pa.gov)  
**Information:** Core work hours for the Board are 8:30am - 4:45pm. Hours for this position will be based on operational need.

FREE PARKING.

This is a 37.5 hour work week position.

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

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

**Description of Duties:** Review Inmate Inquiry Unit correspondence and enter information into a database. Distribute mail to Parole Staff Technicians and other departments for response. Produce form letters when applicable using Microsoft Word Mail

Merge and Excel.

Produce letters to respond to Work Opportunity Tax Credit Requests for information from employers of offenders and requests from Children and Youth regarding children of offenders.

Maintain a spreadsheet of parole applications processed and prepare memos to advise Institutional Parole Staff to schedule offenders for interviews.

Process Judge and District Attorney responses by reviewing recommendations and file as appropriate or scan and email response if file is out of the office.

File correspondence processed and assist in other filing as needed.

Perform other duties as assigned.

- Essential Functions:**
1. Follow instructions.
  2. Organize work.
  3. Follow policy and procedures
  4. Collect/organize information.
  5. Answer inquiries.
  6. Operate office equipment.
  7. Proofread documents.
  8. Lift boxes of various weight.

Last Date Job Applications Will Be Accepted: **Monday, July 20, 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.)
- 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 1 and educational development to the level of eighth grade;  
or  
Completion of high school business curriculum which included at least one typing course;  
or  
Any combination of equivalent experience and training.
2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

## **How to apply - all candidates:**

The following materials must be mailed and postmarked on or before **Monday, July 20, 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:**

**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) 787-5699 ext. 1325.**

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