Job Posting

Department:	25 - Probation & Parole
Organization:	256100 - Harrisburg District Office
Job Code/Title:	2300 - Clerk Typist 3
Position Number:	217156
Announcement Number:	2015-557
County:	Dauphin
Work Location:	Harrisburg District Office 1130 Herr Street Harrisburg, PA 17103
Type of Job:	Civil Service
Union:	AFSCME
Bargaining Unit:	A1
Seniority Unit:	Harrisburg District
Type Position:	Permanent / Full Time
Salary Range:	$31,335 - $46,748
Pay Schedule / Range:	ST / ST04
Posting Length:	15 days
Posting Dates:	7/7/2015 - 7/21/2015
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:	Serves as lead worker by being the first point of contact for other clerical employees to respond to questions, training new employees, and distributing and interpreting work assignments. Provides assistance and reviews work to ensure adherence to standards. Types correspondence/reports/forms for the supervisor and parole agents. Ensures copies are made and distributed appropriately. Forwards Notice of Charges to the assigned public defender. Inputs/updates/modifies information on new or existing parole cases via various computer systems to ensure up-to-date information is available at all times. Opens cases; enters investigations into the database upon assignment and removes once the report is completed. Maintains control for electronic monitoring usage and prepares monthly report. Records arrests and statistical changes in the Treatment Profile System. Reviews all information to ensure appropriate information is presented for further processing of requested warrants and release orders. Maintains files as per accreditation standards. Assists with monthly purging of files. Maintains mailing lists and the clerical manual. Serves as back-up receptionist as required; answers and directs phone calls; receives visitors and directs them as required. Responds to written and/or verbal inquiries by creating/printing/distributing reports or providing other information as requested. Acts as timekeeper. Inputs leave/overtime into the Commonwealth's time and attendance system and provides technical assistance in the research of leave issues, payroll errors, and workflow problems. Retrieves criminal history record information (rap sheets) via CLEAN/J-Net. Backs-up the supervisor during periods of absence. 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. Compiles and organizes files and records.
4. Works at any other facility as needed/requested.

Last Date Job Applications Will Be Accepted: **Tuesday, July 21, 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

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 7/21/2015.

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, July 21, 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.