

Job Posting

Department: 25 - Probation & Parole
Organization: 259530 - SCI Muncy
Job Code/Title: 462300 - Institutional Parole Assistant
Position Number: 50345872
Announcement Number: 2015-558
County: Lycoming
Work Location: SCI Muncy
Route 405, PO Box 180
Muncy, PA 17756
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: G1
Seniority Unit: State Correctional Institution-Muncy
Type Position: Permanent / Full Time
Salary Range: \$37,722 - \$56,834
Pay Schedule / Range: ST / ST05
Posting Length: 15 days
Posting Dates: 7/9/2015 - 7/23/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: Work hours for this position are 8:00 a.m. to 4:30 p.m.

This is a 40 hour work week.

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: Controls inmates in the parole release process; ensures that they are released in accordance with laws governing release of offenders and PBPP policy. Interviews inmates to determine their home plan needs, monitoring results of drug screening, results of home plan investigations, status changes, results of CCC referrals, Crime victim Act payments, monitoring for misconducts or infractions prior to

release.

Prepares Release Orders, letters, memos and end of month status reports (Parole Release Pending Report, Cases Not Seen Report) as required.

Runs Criminal Histories (RAP sheets) for any needed cases on the monthly docket.

Scans Board files received and sent out from Central Office. Following Board interviews, inputs applicable data prior to forwarding to next responsible individual.

Interviews inmates to explain the release process onto parole supervision. Ensures that they know and understand where and when they are to report to field supervision staff.

Answers inmate request slips in written form or via personal interview and provides inmates with notification of pre-parole investigation results, as well as scheduled bed dates for inmates pending release to Community Corrections Centers.

Prepares investigation requests and forwarding to the appropriate District Office for investigation.

Interviews inmates requesting parole to other states to obtain sign required Interstate Compact forms; advises them of Conditions of Parole from the receiving state.

Sends all necessary Interstate Compact documentation to the Interstate Compact Office for applicable cases.

Maintains monthly interview dockets and maintains control of all necessary reports required for interview.

Requests and tracks receipt of Requests for Official Version of the Offense.

Controls on all cases reaching their maximum expiration date; checks for special probation sentence in effect.

Interviews inmates who are maxing out of prison and have a consecutive or concurrent probation sentence to determine their residence; provides reporting instructions to the appropriate district office or county probation office.

Interviews inmates placed on court ordered special probation, to determine their residence; obtains signatures on all required documentation

Controls Community Corrections Center transfer cases, as well as transfers to other institutions and mental health placements. Prepares transfer memos, obtains necessary documentation, and coordinates with the Record's Office as necessary.

Reviews DC-16Es and associated Dept of Corrections material. Establishes new case folders when necessary and makes any needed entries in the automated docket system. Notifies Central Office Docket Unit of new cases added to the docket. Requests staffing by the Department of Corrections. Notifies District Offices of any changes in detainer status of parole violators.

Reviews misconduct reports. Request parole recommendation modifications as warranted.

Reviews daily movement sheets and van schedules to note impending transfers or other types of inmate movement.

Receives incoming telephone calls. Relays information, takes messages, answers questions as appropriate from Board and DOC staff members, attorneys and family members of inmates.

Sets up controls on Board Actions and assists in preparing cases for release.

Maintains urinalysis controls for parole and re-parole cases.

Meets with inmates to assist them in interpreting Board decisions.

Notifies District Offices and Community Corrections Centers/Contract Facilities concerning the pending release of an inmates scheduled to report to their jurisdictions.

Maintains inmates and office files; purges files when necessary

Requisitions supplies and serves as inventory auditor.

Reviews and responds to electronic messages as required.

Assigns offenders to monthly dockets.

Answers questions of routine and moderate complexity.

Provides full range of clerical support including typing of memos, letters, forms, and other documents.

Opens, date stamps, sorts, and distributes incoming mail and inmate request slips to appropriate staff.

Prepares outgoing mail, as needed.

Prepares and sends a notice to the Department of Corrections of the parole interview schedule each month.

Makes additions and deletions to the docket on the computer system.

Verifies that all requirements on each inmate being paroled have been accomplished/received prior to release.

Performs the clerical out processing of inmates as needed.

Answers the telephone, gives out procedural information, takes messages, and transfers more sensitive calls to professional staff.

Travels to other institutions within the region to provide clerical assistance as required.

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. Works at any other facility as needed/requested.
 4. Compiles and organizes files and records.
 5. Obtains and maintains CLEAN/J-Net certification.

Last Date Job Applications Will Be Accepted: **Thursday, July 23, 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: Two years of clerical work in a parole office, an institutional parole office, or an agency in the criminal justice, law enforcement or corrections field.
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 3
 - 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 7/23/2015.

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 **Thursday, July 23, 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) 787-6897.

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