

Job Posting

Department: 25 - Probation & Parole
Organization: 253020 - Case Management Division
Job Code/Title: 462800 - Parole Staff Technician 1
Position Number: 227363
Announcement Number: 2015-563
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: 7/22/2015 - 8/5/2015
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: Answer 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.

Respond to incoming calls dealing with inmate greensheets or parole status and providing answers or understanding to the caller as well as following-up on a case when necessary. Transfer calls to individuals in other units who specialize in certain types of calls when necessary to ensure that the caller's questions are answered by someone designated to answer the call (Victim in-put, Legislative Affairs, Supervision, etc.).

Answer letters from inmates, family members, etc., by reviewing the case and analyzing the different documents in order to make an accurate response to the inquiry. Also must be aware of case law and Board policy and procedures.

Research and analyze problem cases at Division Director's request and gather necessary information as required.

Perform various duties related to the Division of Case Management and Records Management, such as routing mail and related typing and handling requests for material from Board files. Give direction to typists and Record Unit personnel regarding various work procedures.

Lift and carry boxes of files for short distances.

Periodically, research, analyze and evaluate material submitted on cases to determine whether or not each file is complete and accurate. Check the computer profile with the latest Department of Corrections or County prison sentencing information to insure completeness and accuracy. Resolve problems when necessary.

Schedules and attends required training each fiscal year.

Perform other duties as assigned.

- Essential Functions:**
1. Answer correspondence & phone calls
 2. Operate computer and fax machine
 3. Make independent decisions
 4. Prioritize workload
 5. Lift boxes of various weights
 6. Resolve problems

Last Date Job Applications Will Be Accepted: **Wednesday, August 5, 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 8/5/2015.

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 5, 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.**

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