

Job Posting

Department: 25 - Probation & Parole
Organization: 258000 - Office of Victim Advocate
Job Code/Title: 86300 - Administrative Officer 1
Position Number: 223716
Announcement Number: 2015-136
County: Dauphin
Work Location: 1101 S. Front Street
Suite 5600
Harrisburg, PA 17104
Type of Job: Non-Civil Service
Union: No Union Representation (Not subject to provisions of a union agreement.)
Bargaining Unit: A3
Seniority Unit: Headquarters
Type Position: Permanent / Full Time
Salary Range: \$39,492 - \$59,991
Pay Schedule / Range: MA / MA06
Posting Length: 15 days
Posting Dates: 6/24/2015 - 7/8/2015
Contact Number: (717)787-5699 ext:1346 or ashlgruber@pa.gov
Information: 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 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: Develops OVA procedures and policies in accordance with PBPP and DOC policies as they pertain to victim information.

Serves as a liaison to BIT OVA and facilitates all IT requests

and issues within the OVA.

Handles all logistics of the OVA's in-person testimony and interfaces with the PBPP members and staff to facilitate the monthly event.

Provides interface with media on behalf of OVA, screens media calls, drafts and distributes all press releases and statements on behalf of the Victim Advocate.

Seeks positive media placement on behalf of the OVA by drafting Op Ed and other articles on behalf of the OVA with the commonwealth and nationally.

Assists in the development of and oversees the annual budget for the OVA office.

Coordinates all fleet management for Victim Advocate and agency staff.

Handles all accounting for the OVA including travel reimbursements and purchasing.

Oversees development, design, completion and mailing of the OVA newsletter. Responsible for the collection of articles, design (including page layout), maintenance and updating of mailing list, printing and final mailing in a timely manner.

Corresponds with printing company regarding print, color, layout, etc.

Maintains master appointment schedule for the Victim Advocate.

Prepares materials for Victim Advocate's schedule, meetings and arrangements ensuring that materials are ready within time frame set by the Victim Advocate (collects and organizes data).

Reviews all written materials (correspondence) for the Victim Advocate's signature for final approval for grammar, completeness and consistency with OVA policies.

Prepares general informational letters and other transmittals of referral to the general public and other governmental agencies in order to provide timely responses to requests.

Inventories and supports maintenance of office supplies for OVA, including back up in the preparation of all supply order requests, ordering of all books, journals and memberships, program brochures and office machines for OVA. Prepares order forms for Victim Advocate's or designee's signature.

Maintains a log of all memberships obtained by OVA.

Takes and prepares minutes for meetings and distributes to staff per standard policy.

Facilitates OVA staff meetings.

Oversees the operation of all office equipment including maintenance when necessary.

Maintains and updates mailing lists including but not limited to: General Assembly, state victim services program lists, OVA newsletter mailing lists, State Senators and Representatives, District Attorney's office and other lists as required.

Completes and maintains all OVA Annual Public Relations Activities Reports for submission to Governor's Office of Policy, Legislative Affairs and Communications.

Collaborates and Coordinates in tandem with the In Person Coordinator and the Scheduler in OBS.

Organizes packets designated for In Person Testimony for Decision Makers and Coordinates with Institutional Parole Process for the scheduling of dockets to comply with In Person policy requirements.

Screens all visitors and phone calls for the Victim Advocate. Appraises the Victim Advocate on all office activities pertaining to visitors and phone calls. Answers inquiries and provides referral as appropriate.

Schedule, coordinate and prepare schedule for the Victim Advocate regarding meetings, speaking engagements, conferences and legislative hearings.

Prepares all travel request forms for the staff of OVA. Arranges all travel plans including transportation (air, car, etc.), hotel lodging and directions to travel destinations.

Calculate, prepares and maintains all travel reimbursement requests for the staff. Coordinates travel schedule/itinerary with master calendar.

Develop and maintain efficient filing system for Victim Advocate, including separate filing system for confidential material.

Oversees completion of all photocopying and telefaxing requests.

Exercises considerable judgment in the requested release of potential information in the application and interpretation of OVA and PBPP policy.

Collects and organizes data as requested for the Victim Advocate for speaking engagements and meetings.

Prepares and manages OVA statistics for the OVA website and reports.

Performs other duties as assigned.

- Essential Functions:**
1. Communicates effectively orally and in writing
 2. Write policies, procedural guidance
 3. Provide all administrative functions in the OVA
 4. Oversee all publications, media, contracts, and administrative policy development
 5. Negotiate and draft contracts, memoranda of understanding and other documents and agreements in conjunction with Legal

Last Date Job Applications Will Be Accepted: **Wednesday, July 8, 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:

- Non-Civil Service Recruitment
- Transfer
- Reassignment

- Voluntary Demotion

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Two years of experience in varied office management or staff work; and bachelor's degree; or any equivalent combination of 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 **Wednesday, July 8, 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.

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:

For non-Commonwealth employees, this position is filled through a Non-Civil Service process coordinated through the Bureau of Statement Employment. All applications must go through BSE's employment website at www.employment.pa.gov. To apply, click on the Job Opportunities tab under Non-Civil Service. If you are currently not registered with NEOGOV, you may create an account and apply for this or any other listed category. Registration is free. If you have any questions during the application process, please contact the Bureau of State Employment at 717-787-5703.

**For current Commonwealth employees:
Please submit application materials to:
PA Board of Probation and Parole
Bureau of Human Resources
1101 South Front Street, Suite 5600
Harrisburg, PA 17104-2522**

Failure to comply with the application requirements will eliminate you from consideration for this position.

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

Individuals who wish to request an accommodation may contact the Disability Services Coordinator at (717) 787-6897.

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