

# Job Posting

**Department:** 25 - Probation & Parole  
**Organization:** 253020 - Case Management Division  
**Job Code/Title:** 2200 - Clerk Typist 2  
**Position Number:** 99999999  
**Announcement Number:** 2015-541  
**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:** 6/1/2015 - 6/15/2015  
**Contact Number:** (717)787-5699 ext:1821 or [aoshura@pa.gov](mailto:aoshura@pa.gov)  
**Information:** Core work hours for the Board is 8:30am - 4:45pm. Work hours for this position will be based on operational need.

FREE PARKING.

Multiple positions may be filled using this job vacancy announcement.

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:** Receives court transcripts and identifies the individual and parole number by comparing name, date of birth, and social security number, and places the documentation in the file. If no file is present, generates a parole number via entry into the appropriate computer system and makes a notation that materials are available within the Case Management Division; maintains documentation within a file. Once notified that a file has been created and a request has been received for documentation, applies bar code and forwards the documentation to the requestor. Refers court transcripts that appear to include more information than required to the File Room Supervisor or the Case Management Division Director for review to see if information may be purged and/or for further direction.

Receives requests for files needed by Board employees, pulls the folders and ensures names and parole numbers are first checked, and then scans the file to the employee. If the file is located at the State Records Center (SRC), as determined by checking the computer system, searches the closed case lists for the SRC number.

Identifies, verifies, and closes case files that have reached the maximum expiration date, which involves reviewing progress and conduct reports and release orders for valid probation or parole max dates. Ensures the file is complete, scans file according to Board policy and procedure, boxes the files to be archived in parole number order. Scan files to archives and logging information within the New Folder Archive program as required and print a copy for each box.

Receives hearing materials, pulls the Central Office folder, attaches the material, and provides to the appropriate Parole Staff Technician for processing.

Receives release orders for Quehanna Boot Camp, pulls the correct folder and verifies parole number and name match, and scans or hand delivers the file to the appropriate Parole Staff Technician.

Receives material for files and sorts in parole number order. If a document does not contain a parole number, searches the computer system to retrieve and ensures accuracy by reviewing the name, date of birth, social security number, and State Identification (SID) number and then writes the parole number on the document. Before filing any

document, verifies the name and parole number on the document matches the name and parole number on the folder. If the folder is not in the File Room, uses the Automated File Locator System History to locate the folder and then maintains the document in a bin/file until folder received.

Answers and directs phone calls; receives mail and opens, date stamps, sorts, and distributes it for all areas under the Board Secretary. Sorts and redirects mail to other entities within Central Office as necessary.

Provides coverage for the front desk of the file room on a rotational basis. Receives files and scans them into the file room, print barcodes, sort paperwork. As necessary, applies numbers, letters, and barcodes to files and ensures all documents contain the appropriate parole number. Ensures name and parole number on documents match the name and parole number on the file before incorporating documents within files. Ensures that release orders are filed with the Official Board Action.

Schedules and attends required training each fiscal year.

Performs other related duties as assigned.

- Essential Functions:**
1. Lift boxes weighing 20-40 pounds.
  2. Communicates clearly and effectively, both orally and in writing.
  3. Uses a personal computer and other related office equipment.
  4. Works at any other facility as needed/requested.
  5. Compiles and organizes files and records.

Last Date Job Applications Will Be Accepted: **Monday, June 15, 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, June 15, 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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