

Job Posting

Department: 25 - Probation & Parole
Organization: 253020 - Case Management Division
Job Code/Title: 2200 - Clerk Typist 2

Position Number: 49238
Announcement Number: 2015-550
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: 6/19/2015 - 7/6/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: Core work hours for the Board are 8:30am - 4:45pm. Hours for this position will be based on operational need.

FREE PARKING.

This is a 37.5 hour work week position.

This position is eligible for retirement benefits at age 60 or 65.

New employees to the Board or current employees not previously fingerprinted during PBPP employment will be fingerprinted during the hiring process.

Description of Duties: Prepares parole interview files monthly for assigned institutions including the scanning of documents into a database. Once complete, processes the files for mailing and ensures the packages are tracked.

Receives and reviews sentence information from assigned prisons to determine accuracy, bringing inaccurate information to the attention of the prison records' officer.

When no files have been made, researches the Master File Index to compare identifying information to determine if a file is open under another name. If a file does exist, enters the information in the Sentence Profile Program. In cases with existing file, reviews to determine any impact from any previous Board Action. If necessary, provides the file to a technician to review and resolve the discrepancy.

Inputs/updates/modifies sentence information on new or existing cases via various computer systems to ensure up-to-date information is available at all times.

Reviews sentence profiles to determine if all Judges and District Attorneys received notifications and, if not, prepares such notifications for signature/mailing.

After the interviews are complete, ships files back to the shipping room for processing. Forwards files requiring additional signatures to the Executive Office. Transfers completed decisions to the Case Analysis Unit to record the Board Action. Tracks files processed via spreadsheet.

Releases Board Actions for remote printing and distributes any paper copies as required.

Types correspondence/reports/forms for the supervisor. Prepares daily, weekly, and monthly statistical production reports as required.

Responds to written and/or verbal inquiries by creating/printing/distributing reports or providing other information as requested.

Schedules and attends required training each fiscal year.

Performs other related duties as required.

Essential Functions: 1. Communicates clearly and effectively, both orally and in writing. 2. Uses a personal computer and other related office equipment.
3. Compiles, collects, and organizes files and documents.

4. Follows instructions and organizes work.
5. Answers inquiries.
6. Proofreads documents.
7. Lifts boxes of indeterminate weight.

Last Date Job Applications Will Be Accepted: **Monday, July 6, 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, July 6, 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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