

Job Posting

Department: 25 - Probation & Parole
Organization: 256100 - Harrisburg District Office
Job Code/Title: 2200 - Clerk Typist 2

Position Number: 84552
Announcement Number: 2015-546
County: Dauphin
Work Location: Harrisburg District Office
1130 Herr Street
Harrisburg, PA 17103
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: A1
Seniority Unit: Harrisburg District
Type Position: Permanent / Full Time
Salary Range: \$27,834 - \$40,900
Pay Schedule / Range: ST / ST03
Posting Length: 15 days
Posting Dates: 6/10/2015 - 6/24/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: Work hours for this position will be 8:45am - 5:00pm, 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: Types correspondence/reports/forms for the supervisor and parole agents. Ensures copies are made and distributed appropriately. Opens cases by preparing field face sheets and maximum expiration cards; and prepares case folders.

Inputs/updates/modifies information on new or existing parole cases via various computer systems to ensure up-to-date information is available at all times. Receives and transfers cases for the Harrisburg District Office, sub-offices, and elsewhere throughout the Commonwealth; closes cases upon maximum expiration date. Enters investigations into the database upon assignment and removes once the report is completed.

Maintains files as per accreditation standards. Assists with monthly purging of files.

Serves as back-up receptionist as required; answers and directs phone calls; receives visitors and directs them 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 assigned.

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

Last Date Job Applications Will Be Accepted: **Wednesday, June 24, 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 **Wednesday, June 24, 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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