

Job Posting

Department: 25 - Probation & Parole
Organization: 253020 - Case Management Division
Job Code/Title: 2300 - Clerk Typist 3
Position Number: 144435
Announcement Number: 2015-552
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: \$31,335 - \$46,748
Pay Schedule / Range: ST / ST04
Posting Length: 15 days
Posting Dates: 6/22/2015 - 7/6/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: This is a seniority based position. Once all contractual obligations have been met, other bidders not in the seniority unit will be considered.

FREE PARKING.

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.

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: Serves as lead worker by overseeing clerical operations, training new employees, and distributing and interpreting work assignments. Provides assistance and reviews work to ensure adherence to standards.

Types correspondence/reports/forms for the supervisor. Reviews sentence profiles to determine if all Judges and District Attorneys received notifications and, if not, prepares such notifications for signature/emailing.

Receives and reviews sentence information to determine accuracy, bringing inaccurate information to the attention of the prison records office. If a file does not exist for the offender, compares name, date of birth, social security number, and State Identification (SID) number to determine if a file has been opened under another name or number and, if necessary, generates a new parole number for the new file. In cases with existing files, checks the most recent Board Action and, as necessary, provides the information to a technician before entering data. Inputs/updates/modifies the sentence information on new or existing cases via various computer systems to ensure up-to-date information is available at all times. Performs spot checks of work entered by the Clerk Typist 2s assigned to the office.

Receives and reviews information received from the Office of the Victim Advocate (OVA) each month. Makes notations as to the status of each file and returns the spreadsheet to the OVA.

Maintains the directory for Judges and District Attorneys.

Maintains inventory control for office supplies and equipment, including file numbers/letters used by Sentence Entry for new files.

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

Maintains files. As needed or requested, reviews files to purge duplicate information, saving original documents and shredding duplicates.

On an as-needed basis, 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. Releases Board Actions for remote printing and distributes any paper copies as required.

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. Works at any other facility as needed/requested.
 4. Complies and organizes files and records.
 5. Lift/carry boxes weighing up to 35lbs.

Last Date Job Applications Will Be Accepted: **Monday, July 6, 2015**

THIS POSITION MUST BE POSTED FOR **15** CALENDAR DAYS:

The next lower classification(s) for promotional purposes in accordance with collective bargaining:

Clerk Typist 2

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Seniority Promotion (Bidding employees in the next lower classification within the designated seniority unit.)
- Seniority Unit Lateral (Movement to the same class title within the designated seniority unit.)
- Civil Service Lists (Fill by examination in accordance with collective bargaining.)

When the collective bargaining obligation(s) have been met, then the following recruitment methods may be used:

- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Six months as a Clerk Typist 2, and educational development to the level of completion of high school;
or
One year of progressively complex clerical typing experience and completion of high school;
or
Six months of moderately complex clerical typing work and completion of a post high school business curriculum;
or
Any equivalent experience and/or training which provided the required knowledges, skills, and abilities.
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:
 - Clerk Typist 2

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 7/6/2015.

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 **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:

**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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