

Job Posting

Department: 25 - Probation & Parole
Organization: 257200 - Altoona District Office
Job Code/Title: 2200 - Clerk Typist 2
Position Number: 22361
Announcement Number: 2015-317
County: Blair
Work Location: 1304 Seventh Street, Rear
Altoona, PA 16601
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: A1
Seniority Unit: Altoona District
Type Position: Permanent / Full Time
Salary Range: \$27,834 - \$40,900
Pay Schedule / Range: ST / ST03
Posting Length: 15 days
Posting Dates: 5/19/2015 - 6/2/2015
Contact Number: (717)787-5699 ext:1241 or dicline@pa.gov
Information: Core work hours for the Board are 8:30 am to 4:45 pm.
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: Clerical and office support within the district office to ensure its operations are conducted efficiently and effectively.

Processes and files parole agents' Daily Activity Reports. Verifies UPS invoices to match with UPS receipts for accuracy.

Enters and updates offender statistical changes in both Client Server and Supervisor Controls.
Prepares and processes delinquency requests, warrants, release from detention, and transport packets.
Develops and types various confidential reports, letters, memos and investigations for assigned agents.
Proofreads work for typographical and grammatical errors, correct format, accuracy and completeness.
Prepares and processes drug and alcohol treatment, and mental health referrals to local treatment providers.
Opens and maintains active offender supervision files according to accreditation standards.
Processes case closures per existing policies and procedures.
Retrieves assigned agents' detail reports when requested.
Prepares and mails active files for offenders transferring to another district.
Files forms, reports and folders according to office and Board accreditation standards.
Purges inactive files in accordance with established Board policy and records disposition in database.
Schedules and attends 16 hours of training each fiscal year as well as complete any mandatory training.
Reads or reviews all pertinent memos and directives in order to stay current with Board or division policies.
Consults the Office Clerical Manual when needed.
Requisitions stockroom supplies and office equipment.
Determines the need for office equipment repair and requests same.
Requests RAP sheets on offenders for the district office via the NCIC System and JNET.

BACK-UP DUTIES: Receptionist; Processes and reviews agents' monthly mileage reports for completeness and accuracy. Processes new vehicle inventory reports and automotive repair invoices. Processes incoming and outgoing mail.

Performs other general assignments as directed by immediate supervisor and/or District Director.

- Essential Functions:**
1. Type from written copy.
 2. Possess the knowledge and ability to prioritize workload based on established requirements.
 3. File folders/material in drawers.
 4. Answer telephone.

5. Possess knowledge of computer applications needed to send/receive messages, develop forms and lists.
6. Operate photocopier/fax machine.
7. Comprehend and carry out instructions.
8. Sit at workstation for majority of work.
9. Transport boxes weighing 20 to 40 lbs.

Last Date Job Applications Will Be Accepted: **Tuesday, June 2, 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 **Tuesday, June 2, 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**

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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