

Job Posting

Department: 25 - Probation & Parole
Organization: 257110 - Northwest Division - Pittsburgh
Job Code/Title: 2200 - Clerk Typist 2
Position Number: 106906
Announcement Number: 2015-538
County: Allegheny
Work Location: Northwest Division - Pittsburgh
1121 West North Avenue
Pittsburgh, PA 15223
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: A1
Seniority Unit: Pittsburgh District
Type Position: Permanent / Full Time
Salary Range: \$27,834 - \$40,900
Pay Schedule / Range: ST / ST03
Posting Length: 15 days
Posting Dates: 5/27/2015 - 6/10/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: Work hours for this position are 8:30am - 5:00pm.

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: 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.

Processes transfers from county to state institutions within jurisdiction. Receives and distributes authorization; coordinates and notifies institutions of transfer dates; and prepares and provides required transfer paperwork.

Types correspondence/reports/forms for the supervisor and superiors.

Maintains files as per accreditation, to include various logs within the office and purging of closed files.

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

Serves as back-up timekeeper. Inputs leave/overtime into the Commonwealth's time and attendance system and provides technical assistance in the research of leave issues, payroll errors, and workflow problems.

Distributes incoming facsimile messages and processes UPS incoming/outgoing mail.

Assists the supervisor in: completing various reports; maintaining local personnel files; reviewing and processing of invoices for payment; inventory control for office supplies and equipment. Assists the District Director during the supervisor's absence.

Serves as back-up receptionist. Answers and directs phone calls; receives visitors and directs them as required; prepares and processes mail.

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. Compiles and organizes files and records.

Last Date Job Applications Will Be Accepted: **Wednesday, June 10, 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 10, 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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