

# Job Posting

**Department:** 25 - Probation & Parole  
**Organization:** 251300 - Sexual Offenders Assessment Board  
**Job Code/Title:** 2200 - Clerk Typist 2  
**Position Number:** 253456  
**Announcement Number:** 2015-534  
**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:** 5/1/2015 - 5/15/2015  
**Contact Number:** (717)787-5699 ext:1821 or [aoshura@pa.gov](mailto:aoshura@pa.gov)  
**Information:** FREE PARKING.

Work hours for this position are 8:30am until 4:45pm.

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:** Assists the Court Case Specialist in creating and processing new assessment orders. This may include: creating a permanent case record in the SOAB ISOATS database; contacting attorneys, county courts, county probation

departments, state and county prison officials, etc. to obtain information regarding the offender and accessing the Pennsylvania Justice Network (JNET) and the Unified Judicial System of Pennsylvania Web Portal systems to obtain detailed case or docket sheet information.

Assists the Parole Board Case Specialist in creating new case files and processing official requests for Parole Board assessments. This may include: creating a permanent case record in the SOAB ISOATS database; contacting Parole Board, Department of Corrections and court officials to obtain and/or confirm information regarding the offender and accessing the Pennsylvania Justice Network (JNET) and the Unified Judicial System of Pennsylvania Web Portal systems to obtain detailed case or docket sheet information.

Assists the Court Case Specialist and Parole Board Case Specialist in preparing and sending the completed assessment report packages to the proper authorities and documenting when each report was completed and sent. Communicating with the SOAB's Clinical Director and Board Members regarding status of assignments and assessment reports.

Assists the Parole Board Case Specialist in preparing proposed court orders for the release of assessment reports to the SOAB's approved treatment providers.

Processes (for payment) invoices received from SOAB Board Members for assessments and expert court testimony. Assists the SOAB's Administrative Assistant with travel expense reimbursement for SOAB Board Members.

Prepares memoranda, reports, correspondence and meeting agenda from a variety of sources, including rough draft and original documents. Proofreads all prepared materials to ensure completeness, correctness, consistency, proper grammar, and adherence to Agency and Commonwealth rules and regulations.

Performs routine and priority filing daily.

Uploads a large volume of completed investigation and assessment files into the SOAB ISOATS database on a daily basis. This includes preparing the files for scanning, scanning the documents, and verifying the quality of the

scanned images, once uploaded.

Serves as the assistant receptionist for the SOAB. Answers incoming telephone calls, determines nature of call, and transfers call to appropriate individual or agency for response.

Assists the receptionist in opening and date stamping all incoming mail, and then routing the mail to the appropriate individual or agency. Copies and assembles all documents to be mailed, with a priority given daily to Next Day UPS packages.

- Essential Functions:**
1. Input data, update data, and create reports using the SOAB ISOATS database
  2. Operate personal computer
  3. Operate fax
  4. Operate copier
  5. Operate a multi-line telephone
  6. Operate high speed document scanning equipment
  7. Properly process all types of correspondence
  8. Lift boxes weighing up to 40 pounds

Last Date Job Applications Will Be Accepted: **Friday, May 15, 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 **Friday, May 15, 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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