

Job Posting

Department: 25 - Probation & Parole
Organization: 256106 - Lancaster Sub Office
Job Code/Title: 2300 - Clerk Typist 3

Position Number: 12589
Announcement Number: 2015-535
County: Lancaster
Work Location: Lancaster Sub Office
39 East Chestnut Street
Lancaster, PA 17603
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: A1
Seniority Unit: Harrisburg District
Type Position: Permanent / Full Time
Salary Range: \$31,335 - \$46,748
Pay Schedule / Range: ST / ST04
Posting Length: 15 days
Posting Dates: 5/5/2015 - 5/19/2015
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.

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

Please note - being the notary for this position is not a mandatory job requirement.

This is a 37.5 hour work week.

This position is eligible for retirement benefits at age 60 or 65.

Current employees not previously fingerprinted during PBPP employment will be fingerprinted during the hiring process.

Description of Duties: Provides training and guidance to new clerical employees, and functions as lead clerical worker, including responsibility for training, assigning and reviewing work in the Lancaster Sub-Office.

Types all confidential correspondence generated by supervisor.

Performs skilled preparation of correspondence, memoranda, forms, reports, and spreadsheets into draft and final form, including responsibility for proofreading, grammatical format and substance prior to mailing. Creates forms and documents needed for efficient record-keeping and administration of the Lancaster Sub-Office.

Maintains controls on Permanent Warrants, 48-Hr. Detainers, Police Warrants and Releases from Warrants and prepares monthly reports.

Prepares Police Warrants, Wanted Notices, Return of Parole Violator Reports, and Judge's Transmittal Letters. Types the following reports: Pardon Boards, PSI's, Official Versions, Arrest Reports, Arrest Control Cards, Convicted Violator Reports, Notice of Charges, Release from Warrants, Delinquency Requests, ISR's/PCR's, Final Discharge/Final PCR's, Investigation Requests, Case Transfers, Travel Permits, Special Field Reports, New Releases, Absconder Information, and any other reports assigned.

Independently maintains EM Controls for EM usage each month.

Opens cases for supervision of new releases via computer in compliance with existing policy and established procedure within 2 days of receipt of required material. All new release information must also be entered into the Treatment Tracking System. Type agent field sheet and assemble new case folders and review those assembled by the Clerk Typist II to ensure all conforms to accreditation standards. Max Cards must also be typed and filed in central location with each new case opened.

Responsible for the input of statistical actions taken on offenders in the Sub Office into the Treatment Tracking System. This includes but is not limited to, changes of

address, PBPP348's, PBPP336A's, District Director Conferences, Supervisor Conferences Electronic Monitoring Hookups and Deletions (AEMO), Positive Urinalysis results and all Arrests and Inmate Transports. All information must be entered in chronological order.

Receives and transfers cases through Harrisburg District Office and sub-offices; closes cases when supervision time has been completed.

Maintains controls and monitors records, e.g. equipment assignments and generates reports on monthly or as required basis.

Type documents needed for preliminary hearings. Responsible for ensuring that Parole Office, Hearing Examiner, Public Defender and Warden receive copies of Notice of Charges in preparation for hearings in compliance with existing agency policy and established procedures. Types post-hearing follow-up paperwork to transfer offender from the county institution to the state correctional institution, which includes an order to remove the warrant and release the parolee into PBPP custody. Ensure that records office and parole office of receiving institution has all necessary paperwork to receive inmate including original warrant and copies, arrest report copies, and copies of notice of charges. Once inmate is received, body receipt is entered into the treatment tracking system showing the transfer to receiving institution. Transfer paperwork is then copied and originals are forwarded to Central Office.

Types necessary forms and documents, prepares and distributes packets of necessary documents for out-of-state investigation from other states.

Run scheduled caseload and special projects lists. After determining the subsequent lists, etc. to be printed, those necessary reports are also ran and distributed, checked for accuracy and returned to me for corrections in the database.

Lead operator on computer terminals in the Lancaster Sub Office, attending on-going training, etc., including instructions to staff. Advising what programs are available on the system and how to locate.

Types forms and documentation and prepares packets for

Interstate/Intrastate Compact Office for offender changes of residence to other states.

Prepares and distributes necessary documents for out-of-state investigations.

Timekeeper for Lancaster Sub-Office - Responsible for maintaining leave records, inputting overtime for payment.

Input, via computer, the following monthly reports: Detail Reports, Caseload Listing Reports, and update and correct as necessary.

Distributes urinalysis results when received. Enter parole agent actions taken into PBPP Treatment Tracking System (TTS).

Responsible for preparing and typing monthly unit meeting minutes and disseminating to all unit staff.

Maintains all files in accordance with established procedures, or procedure implemented to fulfill record-keeping requirements.

Prepares purchase requests for books, supplies, equipment and services, referring to supply catalogues, state contracts and other sources to obtain specifications and related information. Maintains supplies for sub office.

Maintains postage machine ensuring adequate postage on hand and ordering postage by phone when necessary.

Maintains inventory control of all equipment assigned to the unit.

Calls for equipment repairs when necessary.

Establishes and maintains a working relationship with agency, unit staff, and offenders to effectively administer and coordinate programs.

Open, stamp and distribute mail. For outgoing, weigh, stamp, seal and post.

Type subpoenas and apply for the payment when eligible.

Maintains copier, fax, laser printer, etc., fill with paper, perform minor maintenance.

Notary for Lancaster Sub-Office.

Acts as back up receptionist as required.

Responsible for 16 hours of training per year.

Performs other duties as assigned by supervisor.

- Essential Functions:**
1. Literate in clerical policy/procedure.
 2. Type reports/correspondence.
 3. Prepare and maintain files.
 4. Operate computer.
 5. Operate office equipment.
 6. Answer telephone and take messages.
 7. Process visitors to office.
 8. Literate in Time Keeping procedure.
 9. Deal with service contactors/vendors

Last Date Job Applications Will Be Accepted: **Tuesday, May 19, 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 5/19/2015.

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 **Tuesday, May 19, 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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