

Job Posting

Department: 25 - Probation & Parole
Organization: 251200 - Office of Chief Counsel
Job Code/Title: 70200 - Legal Assistant 2
Position Number: 227681
Announcement Number: 2015-124
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: \$35,364 - \$53,281
Pay Schedule / Range: ST / ST05
Posting Length: 15 days
Posting Dates: 5/8/2015 - 5/22/2015
Contact Number: (717)787-5699 ext:1346 or ashlgruber@pa.gov
Information: Work hours for this position are 8:45am - 5:00pm, based on operation need.

This is a 37.5 work week.

Free parking is available.

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: Reviews, analyzes and processes Commonwealth Court Litigation to determine the impact the court decision has on the Board and notifies the appropriate staff attorney of necessary action, i.e., remands, reversals, denials, answers,

etc., and ensures the Board complies with court decisions in a timely manner.

Receives and docketed all Federal/civil litigation in the Matter Management System through OGC LawNet. Creates litigation file and forwards to appropriate attorney.

Determines whether to request relegation through the Office of General Counsel for handling of matter by the Office of Attorney General or for the matter to be handled by the PBPP Chief Counsel's Office. Prepares requests for delegation to the Office of General Counsel for Chief Counsel's signature.

Receives, maintains and docketed personnel litigation pending before the State Civil Service Commission, Pa. Human Relations and Equal Employment Opportunity Commissions. Drafts answers and petitions for attorney review when possible and ensures answers are filed timely.

Contacts field personnel when necessary to obtain all facts and information pertinent to personnel litigation.

Follows-up on personnel litigation matters with attorneys to ensure compliance with any orders. Prepares praecipe of appearance, responses to document requests and requests for hearing continuations.

Reviews and processes Heart and Lung Cases and prepares them for attorney review; assigns to attorney, and monitors due dates through to completion. Schedules and coordinates meetings, conferences and/or hearings.

Is backup for maintaining control over all inmate administrative appeals.

Serves as Office of Chief Counsel liaison with Board Members, Commonwealth Court of Pennsylvania, Pa. Supreme Court, County Courts of Common Pleas or other courts, Public Defenders, private attorneys, field personnel, Office of Attorney General, and Office of General Counsel by receiving telephone and written inquiries and advising on matters concerning general statutory and regulatory requirements pertaining to a parolee's right of appeal, pending litigation and personnel litigation, confidentiality of records, etc.

Receives, docketed and enters into the Office of General Counsel Matter Management System all requests from Hearing Examiners for legal opinions regarding timeliness issues. Assigns to appropriate staff attorney and upon completion distributes the memo accordingly.

Prepares documents necessary to purchase special order supplies on an as need basis. Provides necessary justification. Enters requests in the Agency's Purchase Order System.

Performs receptionist duties as needed which entails answering the main telephone, directing callers or taking messages, opening and date-stamping incoming mail and distributing to appropriate agency office or staff person.

Maintains the barcode scanning device for the OGC for the Automated File Location System to monitor and control incoming and outgoing parole files.

Assists in preparing all training information packets for Chief Counsel, Deputy Chief Counsel and Assistant Counsels for numerous trainings conducted, i.e., Initial Employee Orientation, Basic Orientation Training; hearing examiner and agent trainings, etc.

Receives and prepares all training requests for the OGC. Prepares justification and obtains Agency approvals. Submits training Input & Documentation form for training hours for all legal staff upon completion of training.

Performs other duties as assigned.

Schedules and attends required training each fiscal year.

- Essential Functions:**
1. Learn laws, rules and regulations
 2. Learn legal procedures and practices
 3. Learn pertinent/precedent setting cases
 4. Apply pertinent laws, rules and regs
 5. Comprehend legal documents
 6. Summarize litigation for docketing
 7. Work independently
 8. Organize and prioritize work
 9. Use independent judgment

10. Understand oral and written instructions

Last Date Job Applications Will Be Accepted: **Friday, May 22, 2015**

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

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

Legal Assistant 1

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
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: One year as a Legal Assistant 1

or

Four years of responsible clerical, investigative or enforcement work including one year of legal clerical support experience

or

An equivalent combination of experience and training.

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:
 - Legal Assistant 1
 - Clerk Typist 3

Applications will also be considered from Commonwealth employees in pay range 4 job titles for which there is a logical occupational, functional or career development relationship to the posting. All applicants must meet the minimum experience and training requirements.

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 5/22/2015.

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 **Friday, May 22, 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) 787-6897.

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