

Job Posting

Department: 25 - Probation & Parole
Organization: 255120 - Northwest Division
Job Code/Title: 2200 - Clerk Typist 2 - Repost
Position Number: 40005
Announcement Number: 2015-152
County: Philadelphia
Work Location: 334 EAST CHELTEN AVENUE,
PHILADELPHIA, PA 19144
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: A1
Seniority Unit: Philadelphia District
Type Position: Permanent / Full Time
Salary Range: \$27,834 - \$40,900
Pay Schedule / Range: ST / ST03
Posting Length: 15 days
Posting Dates: 9/2/2015 - 9/16/2015
Contact Number: (717)787-5699 ext:1346 or ashlgruber@pa.gov
Information: Previous eligible bidders for announcement number 2015-134 will be considered and need not reapply.

Core work hours for the Board is 8:30am - 5:00pm. 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: Performs clerical work which requires the utilization of typing skills to include the verification of information. Types correspondence/reports/forms for the supervisor, parole supervisor, and parole agents.

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.

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

Maintains a list of Judges for all 67 counties of the Commonwealth and all out-of-state interstate compact officials.

Maintains Division files and maintains all files per accreditation standards.

Acts as alternate receptionist. Answers and directs phone calls; receives visitors and parolees and directs them as required; prepares and processes mail; and responds to general inquiries.

Schedules and attends required training each fiscal year.

Performs other related duties as required.

- Essential Functions:**
1. Understands and follows both oral and written instructions which explain multifaceted procedures.
 2. Performs within processing procedures which involve an understanding of multiple aspects of varied standards.
 3. Proofreads information for conformance with a prescribed form to assure the adherence to methods or for compliance with procedural rules.
 4. Organizes work and develops effective work methods in an all work areas.
 5. Makes duty-oriented decisions on the basis of well-defined standards.
 6. Communicates clearly and effectively, both orally and in writing.
 7. Possesses knowledge of standard office procedures, practices, conduct, and actions necessary in maintaining harmonious working relationships.
 8. Uses a personal computer and other related office equipment.
 9. Possesses knowledge of the types, organization, and use of standard office files, logos, forms, and letter, formats.
 10. Compiles and organizes files and records.

Last Date Job Applications Will Be Accepted: **Wednesday, September 16, 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, September 16, 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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