

Job Posting

Department: 25

- Probation & Parole

Organization: 259750

- SCI - Laurel Highlands

Job Code/Title: 2200

- Clerk Typist 2

Position Number: 122306

**Announcement
Number:** 2012-336

County: Somerset

Work Location: 5706 GLADES PIKE
SOMERSET, PA 15501

Type of Job: Civil Service

Union: AFSCME

Bargaining Unit: A1

Seniority Unit:

Type Position: Permanent / Full Time

Salary Range: \$29,689 - \$43,627

Pay Schedule / Range: ST / ST03

Posting Length: 15 days

Posting Dates: 9/4/2015 - 9/18/2015

Contact Number: (717)787-5699 ext:1349 or mdelatorre@pa.gov

Information: The hours for this position are 8:00 a.m. to 4:30 p.m.

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: Provides clerical and office support within the Institutional Parole Office to ensure its operations are conducted efficiently and effectively.

Types correspondence/reports/forms and other documents for the supervisor and staff.

Processes outgoing mail daily. Send agents pictures on inmates who have been released.

Notifies proper institutional staff on incoming Parole Violators.

Photocopies arrest reports.

Maintains files.

Receives telephone calls and transfers to proper individual; relays messages when necessary.

Operates various office machines, such as transcriber, copier, and computer.

Assign inmate request slips. Perform other related duties as required.

Maintain monthly docket.

Request Official Versions.

Generate Rap Sheets.

Manage Monthly Board Interview list.

Securing CO coverage for Board interview days.

Preparation of Video Conferencing Packets.

Maintaining J-Net Certifications.

Compiling of Release Packets.

Sending release notifications.

Performs other duties as assigned.

Provides support and assistance to other SCI office when needed.

Provides support and assistance to Supervisor, Agents and IPA within the office, when needed.

Performs other duties as assigned.

- Essential Functions:**
1. Operate a computer.
 2. Travel to other institutions with the region.
 3. File correspondence in organized manner.
 4. Separate mail according to location.
 5. Order and maintain supplies.
 6. Assist Board Members during interviews.
 7. Process incoming telephone calls.
 8. Use computer systems to type ICSA reports.
 9. Communicate effectively orally and in writing.
 10. Lift box weighing 20 to 40 pounds.

Last Date Job Applications Will Be Accepted: Friday, September 18, 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, September 18, 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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