

Job Posting

Department: 25 - Probation & Parole
Organization: 253030 - Case Analysis Division
Job Code/Title: 462800 - Parole Staff Technician 1

Position Number: 64230
Announcement Number: 2015-576
County: Dauphin
Work Location: Central Office
1101 South Front Street
Harrisburg, PA 17104
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: G4
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: 9/15/2015 - 9/29/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: The core hours of the Board are 8:30 am - 4:45 pm. Work hours for this position will be based on operational need.

FREE PARKING.

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: Research, analyze, and evaluate all material submitted on minimum and review cases with the Board interviews to determine whether or not each file is complete and accurate. Sort and review for violent offenders to determine

if appropriate number of Board Member signatures is present. If other signatures are needed, direct case to particular Board Member to review and sign.

Control cases to facilitate timely processing.

Responsible for the computer sentence profile with latest Department of Corrections or county prison sentencing information to ensure completeness and accuracy. Correct sentence information in the computer, or direct clerical staff to correct to ensure accurate computer-generated judge and district attorney letters and release orders.

Verify the judge and district attorney letters are sent before parole according to law and control cases according to date of response.

Determine if there are any open detainers, detainer sentences, concurrent county sentences, deportation orders, pre-parole reports, misconduct reports, or extraordinary occurrence reports.

Determine proper wording of board actions to assure the board action conforms to all applicable policy, procedure and laws.

Record paroling or re-paroling action, parole refusals, and miscellaneous action in the computer and request board actions for dissemination.

Review sentence status change from Department of Corrections and county institutions. Verify correctness of information and direct changes regarding sentence status report.

Notify Board Members regarding case records to resolve any inconsistencies with court opinions or established policies, and recommend appropriate changes.

Make administrative changes in the board actions when necessary.

Prepare replies to correspondence and answer telephone inquiries to interpret board actions, sentence computation, and board policy to field staff, attorneys, judges, department of corrections records officers, and other personnel.

Participate in training sessions for agency staff, including district office directors and hearing examiners.

Provide technical information regarding the process of board actions.

Attend meetings to evaluate court decisions and policy interpretation, and their implementation. Research and analyze problem cases and gather necessary information as required. Give directions to typists and record unit personnel regarding various work procedures.

Performs other duties as assigned.

- Essential Functions:**
1. Analyzes arrest reports for Board Actions.
 2. Enters Board Action in computer.
 3. Communicates verbally and in writing.
 4. Prioritizes cases for completion.
 5. Proofreads various types of information.
 6. Lifts and carries boxes of varying weights.
 7. Maintains and organizes files and documents.
 8. Utilize standard office equipment (i.e., computer, fax machine, copier, etc.)
 9. Sit for extended periods of time.

Last Date Job Applications Will Be Accepted: **Tuesday, September 29, 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.)
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Three years of experience in the computation or interpretation of sentences of criminal offenders.
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:
 - o Records Specialist 1
 - o Clerk Typist 3

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 9/29/2015.

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, September 29, 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.**

**The Commonwealth of Pennsylvania is proud to be an equal opportunity
employer supporting workforce
diversity.**

The Commonwealth of Pennsylvania is an equal opportunity employer.