

Job Posting

Department: 25 - Probation & Parole
Organization: 255120 - Northwest Division
Job Code/Title: 1800 - Secretarial Supervisor 2

Position Number: 202258
Announcement Number: 2015-154
County: Philadelphia
Work Location: 334 EAST CHELTEN AVENUE,
PHILADELPHIA, PA 19144
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: A2
Seniority Unit: Philadelphia District
Type Position: Permanent / Full Time
Salary Range: \$35,364 - \$53,281
Pay Schedule / Range: ST / ST05
Posting Length: 15 days
Posting Dates: 9/10/2015 - 9/24/2015
Contact Number: (717)787-5699 ext:1346 or ashlgruber@pa.gov
Information: Core work hours for the Board is 8:30am - 4:45pm. Work hours for this position will be based on operation need.

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

This is a 37.5 hour work week.

New employees to the Board or current employees not previously fingerprinted during PBPP employment will be fingerprinted during the hiring process.

Description of Duties: ADMINISTRATIVE:

Performs duties of the Deputy District Director's Secretary; takes dictation and handles confidential correspondence as required. Types all Pardon Board and Pre-Sentence Investigations for the Division. Takes and transcribes meeting notes. Schedules appointments, meetings,

interviews, etc. Assists the Deputy District Director in the assignment of tasks to Division Staff, inventories of equipment related to electronic monitoring and reviewing available sources of information to assist the Deputy District Director in the management of the offender population (AOPC, Intranet, Report Manager etc).

Interviews and recommends the selection of applicants for vacant clerical positions within the office. Receives visitors and telephone calls coming into the office by providing necessary information or resolving problems related to office regulations and procedures. Maintains a file cabinet of current personnel forms.

TRAINING:

Trains newly hired staff in the performance of their clerical duties, using the District Clerical Directives as a guide and providing new staff with copies of all directives relating to their duties.

Contributes to the training of the staff of the unit by reviewing all newly issued Administrative Directives pertaining to their duties.

Updates the District Clerical Manual. These directives are mirrors of the clerical procedures contained in various District Administrative Directives, and serves as desk manuals for unit secretaries and other staff within the district.

As Lead Operator for the division, attends agency-wide M.I.S. User's Group Meetings and provide training to unit on any new procedures covered at the meeting relative to computer processing or usage of new programs.

COMPUTERS:

Informs the M.I.S. Unit when problems arise within the division regarding communications between workstations and the main frame at Central Office and monitors the problem to its resolution or until corrective action is taken locally to avoid similar problems in the future.

Resolves problems encountered with program on-line for

use statewide, such as the Treatment Tracking Program, Investigation Program, and Report Writing.

Acts as the designated Office Specialist for Supervisory Controls.

Coordinates the use of the Report Generation Program of the Central Office Main Frame Computer; ensures reports generated for the Division, Deputy District Director, or Unit Supervisors contain information requested; informs the District Statistical Clerk of any changes in the number of end-of-month reports or of any changes requested in their content.

ELECTRONIC MONITORING:

Acts as Division Coordinator for EME for storage and distribution of equipment. Notifies proper person when a parolee is activated or deactivated. Helps agents with trouble shooting problems with the equipment.

AUDITING:

Upon request by the Deputy District Director, prepares reports on the maintenance of the state automobiles by staff assigned, as to their adherence to agency maintenance requirements.

Upon request by the Deputy District Director, conducts file folder audits which consist of checking to ensure a file folder is present for each case listed on the division's active case printout.

SUPPLIES/PROCUREMENT:

Compiles the division's bi-monthly supply order form request placed on the circulating order sheet by staff of the division.

Orders supplies for "general use" such as janitorial/toiletry items, envelopes, paper, computer supplies, etc., and ensures supplies do not run out.

Unpacks, sorts and checks quantity of all supplies and forms

received in the division against quantities ordered.

Ensures supplies are on hand for the State Police Fingerprinting of out of state parolees.

Communicates problems encountered with service providers to the Deputy Director and to the providers involved such as telephone and computer repair, copier downtime, fax operations, pest controls service and other office apparatus.

Replenishes supply of postage meter, postal supplies and equipment.

Performs the Annual Office Equipment Inventory and to report on items not found, items considered no longer used or needed, and to certify the items on the inventory printout are on hand in the office. On completion of this inventory, the original is forwarded to Office Services for data update.

Conducts periodic unit meetings to review administrative directives and discuss any items of unit or division clerical procedures.

Refers employees to the State Employee's Assistance Program (SEAP) if an employee's job performance deteriorates to a point where personnel problems may be having an effect on their abilities on the job.

Reviews employees' work for determining evaluation of their performance, meeting of job standards and input regarding problems/ideas relative to completion of their daily tasks. Prepares Probationary and Annual Employee Performance Evaluations.

Answers questions/resolving problems presented by unit staff concerning local processing of data and running of programs with in the Board's Management Information System.

Ensures that leave and payroll issues are resolved by the District Leave/Payroll Clerk.

Determines and corrects any incorrect or inefficient handling of mail by staff. Ensures implementation of any new mail by staff. Ensures implementation of any new mail handling procedures, such as bar coding, etc., is carried out correctly.

Performs the full range of supervisory duties.

Employees in this job may participate in the performance of their subordinates' work consistent with operational or organizational requirements.

Performs other duties as assigned.

- Essential Functions:**
1. Read all handwritten and typed reports.
 2. Retrieve/input computer data.
 3. Meet deadlines for project completion.
 4. Maintain confidentiality as required.
 5. Develop and project problem solving skills.
 6. Timekeeper for the Division.
 7. Operate electronic mail system.
 8. Operate computer.
 9. Monitor postage meter for needed repairs
 10. Adapt to agency policy and procedures.

Last Date Job Applications Will Be Accepted: **Thursday, September 24, 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: One year of secretarial experience which included six months of lead work experience and educational development to the level of the completion of high school;
or
Any equivalent experience and/or training which provided the required

knowledge, 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 3
 - Secretarial Supervisor 1

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 9/24/2015.

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 **Thursday, September 24, 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**

REQUIRED DOCUMENTS MAY BE FAXED TO: (717) 772-4185

Individuals who wish to request an accommodation may contact the Disability Services Coordinator at (717) 787-5699 x1325.

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