

# Job Posting

**Department:** 81 - Executive Offices  
**Organization:** 817000 - Ex Pa Comm On Crime & Dltqncy  
**Job Code/Title:** 30400 - Accountant 3

**Position Number:** 40168

**County:** Dauphin

**Work Location:** PA Commission on Crime & Delinquency  
3101 N Front Street  
Harrisburg, PA 17110

**Type of Job:** Civil Service

**Union:** No Union Representation (Not subject to provisions of a union agreement.)

**Bargaining Unit:** A3

**Seniority Unit:**

**Type Position:** Permanent / Full Time

**Salary Range:** \$51,443 - \$78,103

**Pay Schedule / Range:** MA / MA08

**Posting Length:** 15 days

**Posting Dates:** 4/27/2016 - 5/11/2016

**Contact Number:** (717)265-8469 or [theford@pa.gov](mailto:theford@pa.gov)

**Information:** Work Hours: 8:00am to 4:30pm

**Description of Duties:** This position monitors and tracks numerous funding sources and supervises and trains professional staff in the activities related to grant administration. This position requires management and supervisory skills in order to effectively manage the activities of and assign work to subordinates. This position is responsible for training, approving leave, developing performance standards and preparing performance reviews for the subordinates reporting to them.

**Essential Functions:**

1. Perform a full range of supervisory duties
2. Interpret and apply rules, regulations, procedures and policies
3. Apply administrative policies and procedures
4. Review and analyze reports and directives
5. Interpret information and make decisions
6. Analyze and resolve problems
7. Assist in preparation of financial reports
8. Travel as needed
9. Communicate effectively, both orally and in writing.
10. Establish and maintain effective working relationships

Last Date Job Applications Will Be Accepted: **Wednesday, May 11, 2016**

THIS IS A MANAGEMENT POSITION

## Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- 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 an Accountant 2; OR Three years of progressively responsible professional accounting experience, and graduation from a four-year college or university, including or supplemented by fifteen credits in accounting.

Four years of bookkeeping experience and fifteen college credits in accounting may be substituted for college graduation. A Master's degree in Accounting or a related field may be substituted for one year of general work experience.

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:
  - Accounting Systems Analyst 2
  - Administrative Officer 2
  - Audit Specialist 2
  - Auditor 2
  - Budget Analyst 2
  - Accountant 2

### 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 24 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
4. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 5/11/2016.

### **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)265-8469

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 **Wednesday, May 11, 2016**:

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. Submit a request for consideration in the form of a memorandum, letter or bid form which must be accompanied by a resume which reflects work history and education.

**If interested in applying by mail, please send above specified materials to:**

**CONTACT PERSON:** Theresa Ford  
**ADDRESS:** 3101 North Front Street  
Harrisburg, PA 17110  
**TELEPHONE:** 717-265-8469  
**E-MAIL:** [theford@pa.gov](mailto:theford@pa.gov)

**The Commonwealth of Pennsylvania is an equal opportunity employer.**