

Job Posting

Department: 81 - Executive Offices

Organization: 817000 - Ex Pa Comm On Crime & Dltqncy

Job Code/Title: 86300 - Administrative Officer 1

Position Number: 36226

County: Dauphin

Work Location: PA Commission on Crime & Delinquency
3101 North 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: \$41,135 - \$62,533

Pay Schedule / Range: MA / MA06

Posting Length: 15 days

Posting Dates: 10/4/2016 - 10/18/2016

Contact Number: (717)265-8469 or theford@pa.gov

Information: WORK HOURS: 8:00 AM - 4:30 PM

Description of Duties: This position manages several administrative functions within the Office of Financial Management and Administration, which include accounting functions, hiring processes, facilities management, budget, and procurement. The position liaisons with all operational areas of the agency.

Essential Functions:

- * Interpret and apply personnel rules
- * Interpret and apply purchasing rules and regulations
- * Interpret and apply grant monitoring rules
- * Analyze and solve problems
- * Utilize SAP, SRM, Excel, Egrants, and various other computer software programs
- * Prepare process documentation reports
- * Communicate effectively, both orally and in writing
- * Organize and prioritize work assignments
- * Establish and maintain effective working relationships
- * Operate standard office equipment

Last Date Job Applications Will Be Accepted: **Tuesday, October 18, 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: Two years of experience in varied office management or staff work; and bachelor's degree; OR any equivalent combination of experience and training.
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 Administrative Assistant 1
 - o Executive Secretary 1
 - o Human Resource Assistant 2
 - o Clerical Supervisor 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 10/18/2016.

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 **Tuesday, October 18, 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 that 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
EMAIL: theford@pa.gov