

**COMMONWEALTH OF PENNSYLVANIA**  
**invites applications for:**

**Administrative Officer 2**

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

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<b>SALARY:</b>	\$47,883.00 - \$72,822.00 Annually
<b>JOB TYPE:</b>	Civil Service Permanent Full-Time
<b>DEPARTMENT:</b>	Executive Offices
<b>LOCATION:</b>	Dauphin County
<b>OPENING DATE:</b>	09/11/17
<b>CLOSING DATE:</b>	09/15/17 11:59 PM
<b>JOB CODE:</b>	08640
<b>POSITION NUMBER:</b>	00088314
<b>UNION:</b>	No Union Representation (Not subject to provisions of a union agreement.)
<b>BARGAINING UNIT:</b>	A3
<b>PAY GROUP:</b>	ST07
<b>BUREAU/DIVISION CODE:</b>	7000
<b>BUREAU/DIVISION:</b>	Pennsylvania Commission on Crime & Delinquency
<b>WORKSITE ADDRESS:</b>	3101 North Front Street
<b>CITY:</b>	Harrisburg
<b>ZIP CODE:</b>	17110
<b>CONTACT NAME:</b>	Theresa Ford
<b>CONTACT PHONE:</b>	717-265-8469
<b>CONTACT EMAIL:</b>	theford@pa.gov

**THE POSITION:**

Directs clerical and office support within the office to ensure its operations are conducted efficiently and effectively. The incumbent of the position is the Manager of Administrative Services within the Office of Financial Management and Administration.

**DESCRIPTION OF WORK:**

The incumbent is the liaison with the OA General Government Human Resource Delivery Center (GGDC).

The incumbent of the position is responsible for processing all electronic personnel transactions for the Commission and maintaining contact with the GGDC. The incumbent confers with agency staff and advises senior management on personnel matters, which include hiring questions, benefits, pay, grievances, affirmative action goals, SEAP, ADA, FMLA, Workers Compensation, and any other personnel related questions. The incumbent is also responsible for facilities management, security, mailroom, stockroom, duplicating, automotive fleet management, property control, and the purchase of office furniture and office supplies.

Duties and responsibilities involve direct supervision of two permanent administrative and clerical employees, an Administrative Assistant 1 and a Clerical Supervisor 1.

**Essential Functions:**

- \* Interpret and apply personnel rules
- \* Interpret and apply purchasing rules and regulations
- \* Analyze and resolve problems
- \* Operate standard office equipment
- \* Perform a full range of supervisory duties
- \* Communicate effectively, both orally and in writing
- \* Organize, prioritize, and monitor work assignments
- \* Use a computer and associated software
- \* Establish and maintain effective working relationships
- \* Travel as required

## **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

Meet the minimum experience and training required for the job: One year as an Administrative Officer 1; OR Three years of experience in progressively responsible and varied office management or staff work, including experience in personnel management, budgeting, or procurement; and a bachelor's degree; OR Any equivalent combination of experience and training.

**Work Hours:** 8:30 AM – 5:00 PM

**Additional Information:** This position has free parking.

### **Recruitment Method(s):**

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

Promotion Without Examination

Transfer

Reassignment

Reinstatement

### **Eligibility - Competitive Promotion Without Examination Only**

#### **CLASS RESTRICTIONS**

Have held regular civil service status in one of the following classifications:

Administrative Officer 1

Human Resource Analyst 1

Administrative Assistant 2

### **Selection Criteria**

1. Minimum experience and training required for the job.
2. 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.
3. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 9/15/2017.

**These Promotion Without Examination requirements are 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 with the online application on or before **Friday, September 15, 2017:**

1. Most Recent Employee Performance Review
2. 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.

**Failure to comply with the above application requirements will eliminate you from consideration for this position.**

Additional information may be obtained by contacting:

Theresa Ford

TELEPHONE: 717-265-8469

EMAIL: [theford@pa.gov](mailto:theford@pa.gov)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov>

Position #I-2017-03869  
ADMINISTRATIVE OFFICER 2  
AB

OUR OFFICE IS LOCATED AT:  
613 North Street  
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

An Equal Opportunity Employer

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