

# Job Posting

**Department:** 81

- Executive Offices

**Organization:** 817000

- Ex Pa Comm On Crime & Dltqncy

**Job Code/Title:** 784000

- Criminal Justice System Planner 1

**Position Number:** 2363

**County:** Dauphin

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

**Type of Job:** Civil Service

**Union:** AFSCME

**Bargaining Unit:** A4

**Seniority Unit:** Pa Commission On Crime And Delinquency

**Type Position:** Permanent / Full Time

**Salary Range:** \$40,039 - \$60,851

**Pay Schedule / Range:** ST / ST06

**Posting Length:** 10 days

**Posting Dates:** 5/9/2016 - 5/18/2016

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

**Information:** WORK HOURS: 8:00 AM - 4:30 PM  
SUPERVISOR: Stacie Brendlinger

**Description of Duties:** Under the direction of the Claims Processing Supervisor, this position is responsible for providing direct advocacy and emotional support in conjunction with financial assistance and other compensation-related services to victim of crime, their families, significant others, and other claimants.

**Essential Functions:**

- \* Interpret and apply policies, regulations, and guidelines
- \* Provide confidential detailed technical data, reports, and legislation
- \* Interpret verbal and written instructions
- \* Represent PCCD at educational and informational trainings, seminars, and meetings
- \* Organize and prioritize work assignments
- \* Conduct a comprehensive review of police and medical reports
- \* Operate standard office equipment; use a personal computer and associated software
- \* Communicate effectively both orally and in writing
- \* Travel as required
- \* Establish and maintain effective working relationships

Last Date Job Applications Will Be Accepted: **Wednesday, May 18, 2016**

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:

- Transfer
- Reassignment
- Reinstatement

## **Eligibility - all candidates**

1. Meet the minimum experience and training required for the job: One year of professional criminal justice planning or criminal justice training experience and a Bachelor's degree. A Master's degree in one of the criminal justice disciplines may be substituted for the required experience; 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.

## **How to apply - all candidates:**

The following materials must be mailed and postmarked on or before **Wednesday, May 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](mailto:theford@pa.gov)**

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