

# Job Posting

**Department:** 81

- Executive Offices

**Organization:** 817000

- Ex Pa Comm On Crime & Delqnty

**Job Code/Title:** 784000

- Criminal Justice System Planner 1

**Position Number:** 24316

**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: Betsy May

**Description of Duties:** Under the direction of the Supervisor of the Direct Victim Services Unit, 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 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
- \* Conduct a comprehensive review of police and medical reports
- \* Organize and prioritize work assignments
- \* Operate standard office equipment; use a personal computer and associated software
- \* Communicate effectively both orally and in writing
- \* Travel to various locations, including overnight
- \* 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.**