

Job Posting

Department: 81

Organization: 817000

Job Code/Title: 784000

- Executive Offices
- Ex Pa Comm On Crime & Dltqncy
- Criminal Justice System Planner 1

Position Number: 52950

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

Information: WORK HOURS: 8:30 AM - 5:00 PM
SUPERVISOR: Kathy Clarke

Description of Duties: This position provides support to the Office of Criminal Justice System Improvement's (OCJSI) Criminal Justice System Planning Supervisor in professional planning and the administration of both state and federal grant programs that support the Commissions' law enforcement initiatives to increase community safety and system efficiencies.

Essential Functions:

- * Read, review, and make recommendations on grant applications
- * Monitor project progress and develop reports
- * Interpret and apply rules, regulation, and policy
- * Provide technical assistance
- * Develop and maintain effective working relationships
- * Prepare materials
- * Communicate effectively both orally and in writing
- * Use a computer, related software, and standard office equipment
- * Travel to various work locations, in-state and out-of-state
- * Interpret verbal and written instructions

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

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