

Job Posting

Department: 81

Organization: 817000

Job Code/Title: 784000

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

Position Number: 31894

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: 9/12/2016 - 9/21/2016

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

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

Description of Duties: This position is under the direction of the Claims Process Coordinator. 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 relative to victim services
- * Provide confidential detailed technical data, reports, and legislation
- * Communicate effectively, both orally and in writing
- * Represent PCCD at educational and informational trainings, seminars, and meetings
- * Organize and prioritize work assignments
- * Interpret verbal and written instructions
- * Conduct a comprehensive review of police and medical reports
- * Travel to various locations both in and out of state
- * Operate standard office equipment and use a personal computer and associated software
- * Establish and maintain effective working relationships

Last Date Job Applications Will Be Accepted: **Wednesday, September 21, 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
- Voluntary Demotion
- 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, September 21, 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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