COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Administrative Officer 1

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

SALARY: $41,956.00 - $63,785.00 Annually
JOB TYPE: Civil Service Permanent Full-Time
DEPARTMENT: Executive Offices
LOCATION: Dauphin County
OPENING DATE: 01/12/18
CLOSING DATE: 01/22/18 11:59 PM
JOB CODE: 08630
POSITION NUMBER: 00108127
UNION: No Union Representation (Not subject to provisions of a union agreement.)
BARGAINING UNIT: A3
PAY GROUP: ST06
BUREAU/DIVISION CODE: 7000
BUREAU/DIVISION: Pennsylvania Commission on Crime & Delinquency
WORKSITE ADDRESS: 3101 North Front Street
CITY: Harrisburg
ZIP CODE: 17110
CONTACT NAME: Theresa Ford
CONTACT PHONE: 717-265-8469
CONTACT EMAIL: theford@pa.gov

THE POSITION:
This position is that of an Administrative Officer to the Executive Director and Executive Assistant. This position deals with items/Issues of a sensitive and confidential nature. This position provides support to the Executive Director and to the Executive Assistant to the Executive Director.

The individual in this position performs a wide variety of administrative duties to assist in the management of agency programs.

DESCRIPTION OF WORK:
This position establishes and maintains effective working relationships with state and federal agencies, high-level cabinet officials, and the public. Work includes direct public contact in accomplishing assignments and effective public relations.

The individual is responsible for taking control of many of the administrative details for the Executive Director and Executive Assistant. Work involves reviewing administrative operations for many things within the agency and overseeing that adherence is followed regarding policies and procedures of which, many are of a confidential nature.

The individual serves as the administrative officer to the Commission, which meets on a quarterly basis, and is
responsible for functions of high complexity and scope; schedules, prepares agendas, makes arrangements for meetings, and prepares and distributes briefing materials. This individual is also responsible for keeping track of the terms of Commission members and Advisory Committee members as well as ensuring that new members receive orientation materials.

The individual is responsible for assisting the Director of the Office of Research, Evaluation, and Strategic Policy Development and providing administrative staff support for the Research, Evaluation, and Data Analysis Advisory Committee.

The individual is responsible for overseeing and maintaining control of all information that is placed on the agency website. This individual is responsible in making certain that agency standards are adhered to with regard to the placement of this information on the agency website.

Duties and special assignments are received through general instructions and are performed with considerable independence.

Work includes studying and analyzing administrative operations and problems, preparing detailed and comprehensive reports of findings and recommendations, developing and installing work standards and procedures, conducting independent research, and performing various public relations and liaison duties.

The individual in this position performs a wide variety of staff assignments that have a significant impact on agency policy. The individual gathers, assembles, correlates, and analyzes facts and devises solutions to administrative problems.

The individual in this position prepares recommendations and justifications for changes in policies, procedures, and office services activities as well as assists in developing, implementing, and evaluating these changes.

The individual in this position studies and analyzes operational procedures, assists in developing programs and policies, and maintains records and files of reports and studies.

The individual in this position reviews correspondence, news sources, and agency activities and informs superior of significant developments and problems.

The individual in this position comprehends program goals, objectives, and operations and relates these to administrative analysis.

When requested, this individual composes replies for the Executive Director's signature and reviews all correspondence, reports, and other documents submitted for his/her signature or action.

The individual in this position expresses ideas clearly and concisely, both orally and in writing.

The individual in this position proofreads and edits all draft publications submitted by offices within the agency for typographical errors, format, clarity, consistency, and content prior to review by the Executive Director, Executive Assistant, and publication. This individual also assists the Executive Assistant in preparing the agency's Annual Report.

The individual performs other related duties as assigned.

**Essential Functions:**
* Communicate effectively, both orally and in writing
* Develop and maintain effective working relationships
* Maintain records and files
* Make travel arrangements for staff
* Prepare and review correspondence and other written materials
* Analyze complex information
* Assist in developing programs and policies
* Provide effective administrative support for agency
* Use a computer, related software, and standard office equipment
* Travel as required

**REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

Meet the minimum experience and training required for the job: Two years of experience in varied office management or staff work; and bachelor's degree; OR any equivalent combination of experience and training.

Pennsylvania residency required.
Be eligible for selection in accordance with Civil Service rules.

**Work Hours:** 8:00 AM – 4:30 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 Exam  
Transfer  
Reassignment  
Voluntary Demotion  
Reinstatement

**Eligibility - Competitive Promotion Without Examination Only**

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

- Administrative Assistant 1  
- Human Resource Assistant 2  
- Management Technician  
- Clerical Supervisor 2  
- Executive Secretary

**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 1/22/18.

**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 **Monday, January 22, 2018:**

1. Most Recent Employee Performance Review  
2. Submit 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

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

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

jobs@pa.gov

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