

State Civil Service Commission

# High School DIPLOMA Careers



Spring/Summer 2015

Visit our website  
[WWW.SCSC.STATE.PA.US](http://WWW.SCSC.STATE.PA.US)



# Civil Service Applicant Hiring Process

## About this publication Contents

Open  
Examinations...2-11

Benefits.....4

Important Links.....8

SCSC Offices &  
Test Centers.....12

Apply Online.....13



[www.scsc.state.pa.us](http://www.scsc.state.pa.us)

Click Job Seekers

Browse test announcements

Apply online

Self-schedule testing or complete the online assessment

Test

Test results will arrive in mail

Availability surveys arrive in mail from the hiring agencies

Return the completed surveys to indicate interest in each particular vacancy

Agencies establish a rule-of-three and invite candidates for interviews

Hiring agency makes a selection and provides an employment offer

Looking for a job can be overwhelming. Designed to help you in your search, this publication highlights only a few of the civil service opportunities available in Commonwealth and local government agencies. Please note that job titles open and close every two weeks, so there may be new opportunities available in addition to those featured in this booklet. Log on to [www.scsc.state.pa.us](http://www.scsc.state.pa.us) and click on the "Job Seekers" tab to review the most current listing.

Please note that while this document features many job titles for which the only requirement is passing the examination, some job titles do require graduation from high school. Experience is not required, provided that you have the appropriate educational background. However, many job titles have several qualifying options. Please refer to individual test announcements for other ways to qualify. You are encouraged to apply for all job titles for which you qualify, based on your unique combination of education and experience.

At the time of application, Pennsylvania residency is required if not otherwise noted.

Salaries and benefits for local government positions vary by county. For specific compensation information, please contact the individual county offices.

The Commonwealth is continuously searching for people with bilingual skills. Be sure to indicate if you are bilingual on each of your applications.

# Join the Clerical Pool

## Temporary Clerical Pool

Limited-Term Clerk	\$8.77/hour
Limited-Term Clerk	\$9.25/hour

### All jobs are located in the Harrisburg Metropolitan Area.

Clerical pool employees perform routine clerical work in various state agencies. They work as a replacement for full-time employees on extended leave or as additional workers during peak workload situations. Typical work assignments last three to six months. As assignments are completed, employees return to the clerical pool to be referred to new work assignments. Duties may include entering data using a computer, answering phones, filing, sorting, checking materials, and serving as a receptionist. As a Clerk Typist, duties may also include entering data and typing various reports, correspondence, etc.

Positions with the Temporary Clerical Pool may lead to full-time employment, including a comprehensive benefits package.

## Clerical

### Liquor Store Clerks

Intermittent Liquor Store Clerk (Permanent Part-Time)	\$11.80/hour
Liquor Store Clerk 1 (only in Bucks, Chester, and Montgomery Counties)	\$23,081

Employees in both job titles sell merchandise to customers, assist customers in obtaining merchandise, total purchases on a computerized cash register, and collect money and make change. They stock shelves; take inventory; complete forms pertaining to store operations; unload shipments from trucks; and mop, sweep, dust, clean windows, etc.

## Did you know...

Within the Commonwealth of Pennsylvania,  
there are over 2,000 different job titles.

## Clerk Typist Positions in State and Local Government

Clerk Typist 1	\$24,685
Clerk Typist 2	\$27,834
Clerk Typist 1 (Local Government)	salary varies by county
Clerk Typist 2 (Local Government)	salary varies by county

Clerk Typists compose and type letters, memorandums, and other documents. They also sort, file, and check material and provide information. Duties vary in complexity from limited (Clerk Typist 1) to moderate (Clerk Typist 2).

These examinations consist of two parts: a multiple choice test and a typing test. There is a 5-minute practice exercise followed by the 5-minute typing test. The passing score is 40 words per minute (after deduction for errors). In order to proceed to the multiple choice portion of the examination, the typing test must be passed.

### Entry-Level Clerical Positions (Local Government)

Clerk 1 (Local Government)	salary varies by county
Clerk 2 (Local Government)	salary varies by county

Clerks file and retrieve materials, gather and provide information, process forms and documents, and perform arithmetic computations and other general clerical duties. Duties at the Clerk 2 level increase in scope and complexity and are performed with greater independence than at the Clerk 1 level. Employees at the Clerk 2 level may also function as lead workers.

### Entry-Level Clerical Positions (State Government)

Clerk 1	\$24,685
Clerk 2	\$27,834

This examination is scheduled to open soon, for a one month period. Please watch our website, [www.scs.state.pa.us](http://www.scs.state.pa.us), for details.

**Applications must be received or postmarked by  
March 7, 2015.**

Clerks file and retrieve materials, gather and provide information, process forms and documents, and perform arithmetic computations and other general clerical duties. Duties at the Clerk 2 level increase in scope and complexity and are performed with greater independence than at the Clerk 1 level. Employees at the Clerk 2 level may also function as lead workers.

# Employee Benefits

With a medical benefits package equaling nearly 30% of your annual salary, occupational mobility, and generous paid leave, our benefits are excellent! There are also numerous opt-in benefits available like deferred compensation and discounted group rates for auto and home insurance; however, these are just a few offerings available for you to enjoy as a state employee.

- Employment Opportunities Statewide
- Competitive Salaries
- Promotional Opportunities
- Paid Vacation
- Paid Sick Leave
- Paid Holidays
- Liberal Retirement/Pension Plan (Including Optional Deferred Compensation Plan)
- Group Life Insurance
- Comprehensive Health Insurance Program that also includes:
  - Prescription Plan
  - Vision Care Plan
  - Dental Care Plan
  - Hearing Aid Plan

## Engineering & Environmental Control

### Environmental Interpretive Technician

\$27,834

Applications must be received or postmarked by June 13, 2015.

You will plan, coordinate and present a variety of environmental programs for park visitors, non-profit organizations, and the public; conduct recreational programs, field studies, guided walks, campfire programs, and other related activities for senior citizens, scouts, school groups, and park visitors; conduct environmental studies; and prepare schedules and press releases on programs involving conservation, preservation of the environment, and historical surroundings.

### Fish Culturist 1

\$29,689

Applications must be received or postmarked by February 21, 2015.

You will participate in structured on-the-job training at a State fish hatchery to develop technical skills in the care and propagation of fish, and in the operation of specialized fish culture equipment. Your duties will include netting, sorting and grading fish; taking and fertilizing fish ova; and driving and operating stocking vehicles. You will also perform semi-skilled work in the maintenance and/or construction of buildings, facilities, or equipment.







## Law Enforcement, Investigation & Safety

### Corrections Officer Trainee

**\$34,238**

**Open through January 31, 2015, will reopen in March 2015.**

Higher starting salaries of **\$36,011** are available at State Correctional Institutions Graterford and Chester.

You must be at least 21 years old at the time of application.

The first year of employment includes classroom instruction and on-the-job training to develop necessary skills and techniques in the care, custody, and control of inmates. The four weeks of classroom training takes place at the Department of Corrections' Training Academy in Elizabethtown, Pennsylvania.

Work is closely supervised during the on-the-job training assignments. Corrections Officer Trainees monitor the movement and activities of inmates; make periodic and unannounced rounds, head counts, and security checks of assigned areas; observe the conduct and behavior of inmates; prepare written reports; respond to emergency situations; and communicate with other officers and inmates to prevent or resolve problems. Employees may be required to carry a firearm in the performance of certain duties.

### **Did you know...**

The State Civil Service Commission provides recruitment and testing for job opportunities in numerous state agencies and many local government agencies.

## Medical & Health Services

### Aide Trainee

**\$24,685**

Aide Trainees learn to provide direct support in a group environment to individuals with mental, developmental, or multiple disabilities who are living in a state intermediate care facility for people with intellectual disabilities or a mental health hospital. Employees participate in structured classroom training and observe residents and staff in group living quarters.

Employees learn to observe behavior and to record, in writing, relevant information for resident records and for use by the medical staff and other shift workers. They participate in change-of-shift verbal reports. They learn to work as an individual and as part of a treatment team with other staff in order to ensure the safety of all individuals and to complete necessary work and record-keeping amid multiple demands for attention.

Aide Trainees are required to provide care (such as taking temperatures or blood pressures; assisting with activities of daily living such as helping with meals, oral hygiene, bathing, or toileting; or lifting, positioning, and transporting individuals who are not ambulatory) and perform light housekeeping duties (such as cleaning wheelchairs and clearing dining areas). Dependability is of high importance. Individuals who are tolerant, composed, compassionate, and self-motivated can do well in this job.

Successful completion of the training program is necessary to continue being employed. After completion, Aide Trainees are promoted to Psychiatric Aide, Restoration Aide, or Mental Retardation Residential Services Aide and receive a pay increase.



Visit our homepage,  
[www.scsc.state.pa.us](http://www.scsc.state.pa.us),  
to view a realistic job  
preview video  
for Aide Trainee.

# Important Links

The State Civil Service Commission provides links to many helpful resources to aid in your job search. Here are a few sites you may wish to visit to obtain additional information. Unless otherwise noted, please start at [www.scsc.state.pa.us](http://www.scsc.state.pa.us).

## **Overview of Application, Testing, and Hiring Processes**

Job Seekers > General Information > How to Get a Civil Service Job

## **Information for Applicants with Disabilities**

Job Seekers > General Information > Applicants with Disabilities

## **Bilingual Employment Opportunities**

Highlighted Opportunities > Bilingual Needs

## **Veterans' Preference Pamphlet**

Job Seekers > Veterans > Veterans' Preference

## **Pay Scales**

Job Seekers > Pay Scales (located in green on left-hand side)

## **State Employee Benefits**

Go to [www.employment.pa.gov](http://www.employment.pa.gov), click on "Why PA" tab

## **Non-Civil Service Employment Opportunities**

Go to [www.employment.pa.gov](http://www.employment.pa.gov), click on "PA Jobs" tab

# Social & Employment Services

## **Aging Case Aides**

**Aging Case Aide 1 (Local Government)** salary varies by county  
**Aging Case Aide 2 (Local Government)** salary varies by county

Aging Case Aides work directly with consumers to explain services provided by community agencies and their eligibility requirements. Employees interview individuals by telephone or face-to-face to gather information for a complete needs assessment. They record consumers' personal data and prepare applications for services. They observe the behavior and physical, mental, and living conditions of consumers during home and office visits, to identify the consumers' needs and risks (e.g., physical, environmental, and cognitive) and determine the appropriate services or actions. Employees are required to maintain the confidentiality of consumers' personal information.

Aging Case Aides 2 (Local Government) perform advanced-level work and function independently.

## **County Social Services Aides**

**County Social Services Aide 1 (Local Government)**  
salary varies by county

Employees work primarily with children who are abused or neglected, and persons with a mental disability or who are economically disadvantaged. They provide information on financial aid, home management, training and work programs, housing, mental health services, and other social services required to meet client needs.

**Energy Assistance Worker** \$16.02/hour

This examination is projected to open in the near future. Please watch our website, [www.scsc.state.pa.us](http://www.scsc.state.pa.us), for details.

Energy Assistance Workers help the public complete applications for assistance to pay residential heating bills. They review and analyze applications for completeness and accuracy, document required information, compute income, and recommend eligibility and the amount of cash assistance. A major portion of the work is devoted to the routine processing of applications and performance of related clerical duties. Employees will attend formal and on-the-job training to develop the knowledge and skills necessary to perform the work.

# Social & Employment Services

## continued

### **Residential Program Trainee** **(Local Government)**

salary varies by county

### **All jobs are located in Bedford/Somerset, Clarion, and Tioga Counties only.**

Residential Program Trainees work in county Mental Health/Intellectual Disability (MH/ID) community residential programs providing services to clients with mental health and/or developmental disabilities. They instruct clients in residential settings to aid them in attaining the skills necessary for independent living in the community. Work includes instructing and assisting clients with personal hygiene and daily living skills such as housekeeping, cooking, laundry, and shopping; introducing clients to community organizations and recreational opportunities; supporting clients to aid them in adjusting to community living and solving personal problems; and ensuring that clients receive medical and emergency care as necessary. Employees normally work in the afternoons, evenings, weekends, and holidays when clients are not at work or school. Employees will also be scheduled to work during nighttime hours.

Residential Program Trainees will work with Residential Program Workers and train for six months on-the-job.

### **Youth Development Aide Trainee**

**\$29,689**

You must be at least 21 years old at the time of application.

Youth Development Aide Trainees attend formal classroom training sessions and receive on-the-job training assignments to develop the knowledge and skills necessary to provide for the care, custody, and training of court adjudicated youth requiring treatment and specialized program services in a Youth Development Center or a Youth Forestry Camp.

Upon successful completion of the six-month training period, Trainees will be promoted to Youth Development Aides with an increase in salary.

"My employment with the Commonwealth of Pennsylvania began through my high school's co-op program. Since then, there have been many opportunities for advancement. I have earned five promotions in my 13 year career, transitioning from an entry-level clerical position to professional work in the human resources field. This has been a satisfying and rewarding experience. I look forward to my remaining career with the Commonwealth and the professional growth it offers."

*-Roni G., Human Resource Analyst*

# Trades & Maintenance

### **Semi-Skilled Laborers**

#### **Semi-Skilled Laborer (Seasonal)**

**\$14.23/hour**

#### **Semi-Skilled Laborer (Local Government)**

salary varies by county

Semi-Skilled Laborers cut grass and weeds; cut and stack wood; pick up trash; load or unload rock, sand, or lumber; dig holes; plant trees; help others with painting, carpentry, masonry, or other construction work; and use hand or power tools and equipment.

### **Water Treatment Plant Operator Trainee**

**\$27,834**

This examination is projected to open in the near future. Please watch our website, [www.scsc.state.pa.us](http://www.scsc.state.pa.us), for details.

Water Treatment Plant Operator Trainees participate in in-service, out-service, and on-the-job training programs designed to provide basic water treatment plant operation knowledge, skills, and abilities. Assignments are designed to provide progressively responsible experience in operating and maintaining motors, pumps, water softeners, chemical feeders, chlorinators, filters, flow recorders, controllers, and related equipment used in water treatment plants.

# SCSC Offices & Test Centers

## SCSC Office & Test Center

### Harrisburg

Strawberry Square Complex  
320 Market Street, 2<sup>nd</sup> Floor  
P.O. Box 569  
Harrisburg, PA 17108  
Phone (717) 783-3058  
Text Telephone (717) 772-2685\*

### Philadelphia

110 North 8th Street  
Suite 503  
Philadelphia, PA 19107  
Phone (215) 560-2253  
Text Telephone (215) 560-4367\*

### Pittsburgh

411 7th Avenue  
Room 410  
Pittsburgh, PA 15219  
Phone (412) 565-7666  
Text Telephone (412) 565-2484\*

\* Text telephones provide access to telephone communication for deaf/hard-of-hearing callers only.

## Test Center Only

### Erie Test Center

155 West 8th Street, Suite LL1  
Erie, PA 16501

### Johnstown Test Center

at the Hiram G. Andrews Center  
727 Goucher Street  
Johnstown, PA 15905

### Lock Haven Test Center

8 North Grove Street  
Lock Haven, PA 17745

### Scranton Test Center

at the Lackawanna County PA CareerLink  
135 Franklin Avenue  
Scranton, PA 18503

If you have questions about testing at one of these locations, call (717) 787-2935.

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State Civil Service Commission  
Bureau of Employment Services  
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Pennsylvania is proud to be an equal opportunity employer  
supporting workforce diversity.

# APPLY ONLINE


Online Services 

Sign in to access your account:

User ID:

Password:

Where would you like to go?

Main Menu 

SIGN IN

[Forgot User ID?](#)

[Forgot Password?](#)

First Time User?  
Create an account:

Register

Go to [www.scsc.state.pa.us](http://www.scsc.state.pa.us)

New users, click on:

Register

- Enter and confirm your 9-digit Social Security Number, click **Continue**.
- Complete the requested information and click **Continue**. The required fields are marked with a red asterisk. If you do not click **Continue**, your information will not be saved in our system. Use the tab key to get from one field to the next.
- Create and enter a **User ID**. It must be at least 6 characters long.
- Create and enter a **Password**. It must be at least 4 characters long.
- Confirm the password. In case you forget your **User ID/Password** we will give you a hint question of your choosing. Pick a question and enter the answer.
- Click on:

FINISH

- Log in.
- View open jobs and apply.