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.scsccpa.gov and click on “Open Test Announcements” to review the most current listing.

This document’s target audience is individuals who hold an associate’s degree in a specific discipline with no related work experience. Many job titles offer multiple ways to qualify based on certain combinations of education and experience. Please refer to individual test announcements for information on other ways to qualify. You are encouraged to apply for all job titles for which you qualify, based on your own 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.
John Malinoski graduated in 1985 from the Pennsylvania State University with an Associate Degree in Computer Science. His career with the Commonwealth has given him a very diverse background in the information technology field, with experience in computer operations, applications development, database administration, server administration, network administration, and IT Management.

John’s career began in 1986 with the Department of Public Welfare as a Data Analyst, which involved sorting and distributing computer generated output to the proper stakeholders. Later, he became a Computer Operations Trainee, which gave him basic experience in computer operations.

In 1987, he started with the State Civil Service Commission (SCSC) as a Computer Programmer Trainee and developed computer programs running on a large mainframe system. He progressed through the Computer Programmer classifications and was promoted to a Computer Systems Analyst, which gave him application development experience by working with the stakeholders and designing, developing, and integrating more complex application systems.

During the early 1990s, networking and servers were introduced in the environment. The infrastructure rapidly grew and additional staff was hired to support the growing environment. John built and supervised a work unit that provided network, server, midrange, and database support and administration.

In 2004, John entered into senior management, accepting the position of Chief Information Officer for the SCSC. While technology was rapidly changing, with limited funding and resources available, he helped pave the technology roadmap for the SCSC for the near future.

In 2006, John was promoted with the Department of Labor and Industry to be the Infrastructure and Operations IT Manager of one of the Commonwealth’s largest infrastructures. Along with managing the physical technology, this involves more IT standards and policies in which to gain experience, in addition to all the IT service management processes that help keep IT infrastructure running.

Jobs for Any Major

Assistant Property Manager (Housing) (Local Government)  
Salary varies by county  
-listed under “Office Staff Positions in Housing Authorities”  
Minimum Requirements – Completion of 60 credits of undergraduate college education.

Assistant Section 8 Coordinator (Housing) (Local Government)  
Salary varies by county  
-listed under “Office Staff Positions in Housing Authorities”  
Minimum Requirements – Completion of 60 credits of undergraduate college education.

Clerk 3 (Local Government)  
Salary varies by county  
Clerk 3  
-listed under “Advanced Clerical and Secretarial Positions”  
This examination is scheduled to open in the near future. Please watch our website, www.scsc.pa.gov, for details.  
Minimum Requirements – One year of progressively complex clerical experience and completion of high school. Thirty college credits can be substituted for the required clerical experience.

Clerk Typist 3 (Local Government)  
Salary varies by county  
Clerk Typist 3  
-listed under “Advanced Clerical and Secretarial Positions”  
This examination is scheduled to open in the near future. Please watch our website, www.scsc.pa.gov, for details.  
Minimum Requirements – One year of progressively complex clerical typing experience and completion of high school. Thirty college credits can be substituted for the required clerical typing experience.

Clerical Supervisor 2 (Local Government)  
Salary varies by county  
Clerical Supervisor 2  
-listed under “Advanced Clerical and Secretarial Positions”  
This examination is scheduled to open in the near future. Please watch our website, www.scsc.pa.gov, for details. (Qualified applicants are encouraged to apply for the 1 level also.)  
Minimum Requirements – Two years of complex clerical work experience. College credits can be substituted for the required experience on a year-for-year basis.
Most students can apply for jobs within seven months of graduation.
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 continued

Engineering Technician
$32,196
Minimum Requirements – An associate’s degree in surveying, drafting, designing, civil, or any other appropriate field of engineering technology.

Environmental Engineering Technician
$36,342
Minimum Requirements – An associate’s degree in engineering technology, computer aided drafting and design, surveying, or in any other appropriate technical field.
Necessary Special Requirement – Possession of a valid driver’s license.

Environmental Projects Construction Inspector
$36,342
Minimum Requirements – An associate’s degree in building construction technology, civil engineering technology, survey technology, construction engineering technology, or a closely related field.
Necessary Special Requirement – Possession of a valid driver’s license.

Forest Patrolman
$25,369
Minimum Requirements – Three months of experience in forest fire suppression or pre-suppression work and such training as may have been gained through completion of the eighth school grade; or any equivalent combination of experience and training. College coursework in fire sciences or firefighting from an accredited college or university will qualify based on completion of one semester, which includes successful completion of a minimum of 12 credits in fire science or firefighting curriculum. Education or training specific to arson investigations is also acceptable.
Necessary Special Requirement – Possession of a valid driver’s license.

Forest Technician
$36,342 (37.5 hours/week)
$38,765 (40 hours/week)
This examination is scheduled to open in the near future.
Please watch our website, www.scs.cpa.gov, for details.
Minimum Requirements – An associate’s degree in forest technology.
Condition of Employment – Certain positions require possession of a valid PA non-commercial Class C driver’s license or equivalent.

Materials Technician 1
$32,196
Minimum Requirements – An associate’s degree in civil engineering technology or a closely related field.
Information Technology

**Information Technology Technician** $41,135

**Information Technology Technician (Local Government)**

**Salary varies by county**

**Minimum Requirements** - An associate’s degree in any information technology field.

Law Enforcement, Investigation, & Safety

**DCNR Ranger Trainee** $34,593

**Minimum Requirements** - Completion of 15 credits in natural or environmental sciences, natural resource management, park management, outdoor recreation, forestry, environmental education, ecology, wildlife management, or related natural resource or recreation courses.

**Necessary Special Requirement** - Possession of a valid driver’s license.

**Conditions of Employment** - You must be at least 21 years of age at the time of employment. You must possess a valid certificate or its equivalent in first aid and adult, child, and infant cardiopulmonary resuscitation (CPR) as approved by the PA Department of Health for professional rescuers or healthcare professionals at the time of interview. Certain positions in this job require possession of a valid Class M operator’s license.

Medical & Health Services

**Medical Records Assistant** $32,196

**Minimum Requirements** - Graduation from a medical secretarial or medical records program.

**Registry Technician** $36,342

This examination is scheduled to open in the near future. Please watch our website, www.scsc.pa.gov, for details.

**Minimum Requirements** - An associate’s degree in a Health Information Technology (HIT) program accredited by the Commission on Accreditation for Health Informatics and Information Management Education. PA residency is NOT required.

Social & Employment Services

**Behavioral vs. Social Sciences?**

**Behavioral Sciences** include degrees in areas such as Anthropology, Counseling, Criminology, Gerontology, Human Behavior, Psychology, Social Work, Social Welfare, Sociology, and Special Education.

**Social Sciences** include degrees in the above fields and areas such as Administration of Justice, Criminal Justice, Economics, Geography, History, and Political Science.

**County Social Services Aide 2 (Local Government)**

**Salary varies by county**

(Qualified applicants are encouraged to apply for the 1 level also.)

**Minimum Requirements** - An associate’s degree in sociology, social welfare, psychology, gerontology, criminal justice, or other related social science.

**Residential Program Worker (Local Government)**

**Salary varies by county**

**Minimum Requirements** - Two years of college which includes courses appropriate to the human services field.
Save on time and travel costs. It may be possible to take two or three tests in one day. **Walk-In testing** is an option on most testing days on a first-come, first-served basis based upon “available seating.”

Read about our Walk-In Testing policy on the SCSC homepage.

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**Social & Employment Services continued**

**Senior Center Operator 1 (Local Government)**  
Salaries vary by county

**Minimum Requirements** – Completion of nine college credits that includes three credits in the behavioral sciences or education.

**Senior Center Operator 2 (Local Government)**  
Salaries vary by county

**Minimum Requirements** – Completion of 15 college credits that includes six credits in the behavioral sciences or education.

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**Trades & Maintenance**

**Lithographic Press Operator 2**  
$32,196

**Minimum Requirements** – An associate’s degree in graphic arts, multilith, or offset press operations.

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**Internships & Summer Employment**

**Summer Meals Regional Assistant**  
Applying no later than April 22, 2017.  
$32,196

**Minimum Requirements** – Three months of experience monitoring a state or federal child food service program. Formal, post-high school training in such areas as food, nutrition, dietetics, food service, institutional management, and culinary arts that includes three credits in nutrition, child nutrition, health meal planning, etc. may be substituted for the required three months experience.

**Summer Meals Regional Coordinator**  
Applying no later than April 22, 2017.  
$36,342

**Minimum Requirements** – Six months of experience monitoring a state or federal child food service program. Formal, post-high school training in such areas as food, nutrition, dietetics, food service, institutional management, and culinary arts that includes six credits in nutrition, child nutrition, health meal planning, etc. may be substituted for the required experience.

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**Work for Pennsylvania.  
Work that matters.**
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.pa.gov.

Frequently Asked Questions
Job Seekers > Civil Service FAQs

High School and College Career Booklets
Job Seekers > Job Opportunities for Graduates

Information for Applicants with Disabilities
Job Seekers > Applicants with Disabilities

Bilingual Employment Opportunities
Job Seekers > Career Paths > Bilingual Needs

Veterans’ Preference
Veterans’ > Veterans’ Preference

Pay Scales
Job Seekers > Open Test Announcements (then click on a particular category) > Resources (on right side of screen)

State Employee Benefits
Go to www.employment.pa.gov, click on “Why PA” tab

Non-Civil Service Employment Opportunities
Go to www.employment.pa.gov, click on “PA Jobs” tab