

State Civil Service Commission

Associate's DEGREE Careers



Spring/Summer 2017

Visit our website
WWW.SCSC.PA.GOV



Visit
www.scsc.pa.gov



SCSC Offices & Test Centers

SCSC Office & Test Center

Harrisburg

Strawberry Square Complex
320 Market Street, 2nd Floor
P.O. Box 569
Harrisburg, PA 17108
Phone (717) 783-3058*

Philadelphia

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

Pittsburgh

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

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.*

*Telecommunications Relay Service (TRS): 711
(hearing and speech disabilities or other individuals)

Prepared by:

State Civil Service Commission
Bureau of Employment Services
Revised 1/2017

**Pennsylvania is proud to be an equal opportunity employer
supporting workforce diversity.**

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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.pa.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.

Journey to a Career

**John Malinoski, Director,
Bureau of Infrastructure and Operations, OIT**
Pennsylvania Department of Labor and Industry



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

\$32,196

-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

\$32,196

-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

\$36,342

-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.

Jobs for Any Major

continued

Management Aide (Housing) (Local Government)

Salary varies by county

-listed under "Office Staff Positions in Housing Authorities"

Minimum Requirements – Completion of 30 credits of undergraduate college education.

Records Specialist 1

\$32,196

Minimum Requirements – Completion of 60 credits of undergraduate college education.

Secretarial Supervisor 1 (Local Government)

Salary varies by county

Secretarial Supervisor 1

\$32,196

-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 secretarial experience which included the assigning and reviewing of work, and educational development to the level of the completion of high school. Thirty college credits can be substituted for the required secretarial experience.

Therapeutic Activities Aide (Local Government)

Salary varies by county

Minimum Requirements – Completion of 30 credits of undergraduate college education, or completion of a nurse aide or nursing assistant certification program.

Youth Development Aide

\$32,196

Apply no later than May 27, 2017.

Minimum Requirements – Completion of 30 college credits, which included 12 credits in behavioral sciences or criminal justice.

Did you know...

Most students can apply for jobs within
seven months of graduation.

Administration, Accounting & Fiscal Control

Corporation Tax Account Technician

\$36,342

-listed under "Fiscal Occupations"

Minimum Requirements – Sixty credits of undergraduate college education with a major in accounting, economics, finance, or business administration, including or supplemented by six credits in accounting.

Fiscal Assistant

\$32,196

Fiscal Assistant (Local Government) **Salary varies by county**

-listed under "Fiscal Occupations"

Minimum Requirements – Sixty credits of undergraduate college education with a major in accounting, economics, finance, or business administration, including or supplemented by six credits in accounting.

Unemployment Compensation Tax Technician Trainee

\$32,196

-listed under "Fiscal Occupations"

Minimum Requirements – Sixty credits of undergraduate college education with a major in accounting, economics, finance, or business administration.

Engineering & Environmental Control

Air Monitoring Equipment Specialist

\$36,342

Apply no later than June 10, 2017.

Minimum Requirements – An associate's degree in electronics, electrical engineering technology, or a closely related field.

Necessary Special Requirement – Possession of a valid Pennsylvania driver's license.

Chemistry Technician

\$32,196

This examination is scheduled to open in the near future.

Please watch our website, www.scsc.pa.gov, for details.

Minimum Requirements – Completion of 60 college credits, including nine credits in chemistry.

Construction Cost Technician 1

\$32,196

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 an appropriate engineering technology.

Drafter

\$36,342

Apply no later than March 11, 2017.

Minimum Requirements – An associate's degree in the field of engineering technology or computer aided drafting and design (CADD).

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.scsc.pa.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.

Social & Employment Services continued

Senior Center Operator 1 (Local Government)

Salary varies 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)

Salary varies by county

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

Trades & Maintenance

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

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



Internships & Summer Employment

Summer Meals Regional Assistant **\$32,196**

Apply no later than April 22, 2017.

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 **\$36,342**

Apply no later than April 22, 2017.

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.

**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

Civil Service Applicant Hiring Process

