

State Civil Service Commission

# Bachelor's DEGREE Careers



Spring/Summer 2017

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# 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\*

### 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.**

# About this publication

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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](http://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 a bachelor'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. **Note:** Be sure to also check out the **Associate's Degree Careers** booklet to view additional open job titles for which only an associate's degree in a specific discipline is required.

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

## **Beth Ann Marne, Director, Forensic DNA Division**

Pennsylvania State Police  
Bureau of Forensic Services



Beth Ann Marne graduated in 1988 from Indiana University of Pennsylvania with a Bachelor of Science Degree in Biology with a minor in Chemistry. Her career with the Pennsylvania State Police began in March 1990 as a Forensic Scientist Trainee in the Bureau of Forensic Services. At the time of her hire, the Bureau of Forensic Services was in the process of developing a DNA program. Beth Ann was an integral part of the development and implementation of the DNA program. The Bureau of Forensic Services began DNA analysis on September 22, 1992.

Beth Ann's Commonwealth employment allowed her to secure a promotion to Forensic Scientist 1 in September 1990, Forensic Scientist 2 in August 1991, and Forensic Scientist Supervisor in March 1997. In this capacity, Beth Ann directed the operation of the DNA Casework Section.

A focus in her career development was to gain the varied experience needed to ready her for an administrative leadership role, as well as continue her education. In 2007 Beth Ann graduated from the University of Florida with a Master of Science Degree in Pharmacy/DNA and Serology Concentration. In June 2007 Beth Ann was promoted to Forensic DNA Manager/DNA Technical Leader and ultimately promoted in August 2011 to Director, Forensic DNA Division/DNA Technical Leader. In this capacity, Beth Ann directs the overall operation of the Forensic DNA Division.

As she reflects upon her career, Beth Ann feels a great deal of pride in the DNA program that she had an integral hand in developing. Most important to her, however, are the high standards of work performance her staff executes, further advancing the DNA program into the future.

# Jobs for Any Major

## **Administrative Assistant 1 (Local Government)**

Salary varies by county

### **Administrative Assistant 1**

\$36,342

**Apply no later than February 25, 2017.**

-listed under "Legal and Administrative Assistants"

**Minimum Requirements** – Such training as may have been gained through graduation from a four-year college or university.

### **CareerLink Specialist**

\$41,135

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**Minimum Requirements** – A bachelor's degree.

### **Child Support Enforcement Specialist**

\$41,135

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**Minimum Requirements** – A bachelor's degree.

### **Commonwealth Public Service Intern**

\$14.03/hour

**Minimum Requirements** – Current enrollment as a full-time undergraduate student in an accredited college or university in a declared bachelor's degree program, and successful completion of at least sixty college credits at the time of hire. Full-time undergraduate students who have successfully completed at least thirty college credits, and anticipate the completion of at least sixty college credits at the time of hire may apply for this program.

**Special Requirement** – Authorization by the college or university for the student to participate in the Commonwealth Public Service Intern Program.

### **Corrections Records Specialist**

\$37,847

-listed under "Records Specialists and Supervisors"

**Minimum Requirements** – Completion of 90 credits of college coursework.

### **Executive Secretary 1**

\$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](http://www.scsc.pa.gov), for details.**

**Minimum Requirements** – Three years of progressively responsible experience in secretarial work. Appropriate formal post-high school training may be substituted for the required experience on a year-for-year basis.

# Jobs for Any Major continued

## **Income Maintenance Caseworker** \$41,135

**Minimum Requirements** – A bachelor’s degree.

## **Legal Assistant 2 (Local Government)** Salary varies by county **Legal Assistant 2** \$36,342

**Apply no later than February 25, 2017.**

-listed under “Legal and Administrative Assistants”

**Minimum Requirements** – Four years of progressively responsible clerical, auditing, enforcement, or investigative experience, including one year of legal clerical experience. Any college-level training may be substituted for any of the required experience other than the “legal clerical experience” on a year-for-year basis. A paralegal certificate or 30 college credit hours that included six credit hours in legal-related areas such as civil litigation, legal research and writing, or business law (courses listed are not meant to be all inclusive) may be substituted for the required legal clerical experience on a year-for-year basis.

## **Real Estate Specialist** \$41,135

**Minimum Requirements** – Any bachelor’s degree.

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

## **Real Estate Technician** \$36,342

**Minimum Requirements** – Completion of 90 credits of college coursework.

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

## **Residential Program Supervisor (Local Government)** Salary varies by county

**Minimum Requirements** – Four years of college-level training.

## **Retirement System Regional Representative, PSERS** \$46,944

-listed under “Regional Retirement Titles, PSERS”

**Minimum Requirements** – A bachelor’s degree.

## **Veterans Employment Representative 1** \$36,342

**Minimum Requirements** – Three years of college-level training.

**Necessary Special Requirement** – Completion of service in a branch of the United States Armed Forces, separated with honorable conditions as outlined by federal guidelines.

**Clarification of Necessary Special Requirement for Eligible Spouses** –

If you are the spouse of a veteran who died of service-connected disabilities or a spouse of an active duty veteran forcibly detained or missing in action (MIA) or a spouse of a 100% disabled veteran, you also meet the Necessary Special Requirement.

# Administration, Accounting & Fiscal Control

## **Accountant 1** \$41,135

-listed under “Accountants/Auditors/Examiners (Entry-Level Professionals)”

**Minimum Requirements** – A bachelor’s degree that includes or is supplemented by 15 credits in accounting.

## **Accountant 1 (Public Utility Commission)** \$41,135

-listed under “Accountants/Auditors/Examiners (Entry-Level Professionals)”

**Minimum Requirements** – A bachelor’s degree that includes or is supplemented by 15 credits in accounting.

## **Audit Specialist 1** \$41,135

-listed under “Accountants/Auditors/Examiners (Entry-Level Professionals)”

**Minimum Requirements** – A bachelor’s degree that includes or is supplemented by 18 credits in accounting and auditing.

## **Auditor 1** \$41,135

-listed under “Auditors”

**Minimum Requirements** – A bachelor’s degree in accounting, finance, or a closely related field that includes 15 credits in accounting.

## **Auditor Team Leader** \$46,944

-listed under “Auditors”

**Minimum Requirements** – A bachelor’s degree in accounting, finance, or a closely related field that includes 15 credits in accounting.

## **Depository Financial Institutions Examiner 1** \$41,135

-listed under “Accountants/Auditors/Examiners (Entry-Level Professionals)”

**Minimum Requirements** – A bachelor’s degree with a major in accounting, finance, economics, or information technology, which includes or is supplemented by nine credits in accounting.

## **Executive Financial Associate** \$41,135

-listed under “Accountants/Auditors/Examiners (Entry-Level Professionals)”

**Minimum Requirements** – A bachelor’s degree that includes or is supplemented by 24 credits in accounting.

## **Financial Programs Trainee** \$36,342

-listed under “Accountants/Auditors/Examiners (Entry-Level Professionals)”

**Minimum Requirements** – A bachelor’s degree that includes or is supplemented by 12 credits in accounting.

# Administration, Accounting & Fiscal Control

## continued

**Fiscal Technician - Supervisory** \$36,342

**Fiscal Technician - Supervisory (Local Government)**

**Salary varies by county**

**(Qualified applicants are also encouraged to apply for Fiscal Technician.)**

-listed under "Fiscal Occupations"

**Minimum Requirements** – A bachelor's degree in accounting, economics, finance, or business administration.

**Fixed Utility Financial Analyst Trainee** \$41,135

**Apply no later than March 11, 2017.**

**Minimum Requirements** – A bachelor's degree with major coursework in accounting, economics, finance, or business administration, which included or is supplemented by 15 credit hours in finance-related coursework.

**Insurance Company Examiner Trainee** \$41,135

-listed under "Accountants/Auditors/Examiners (Entry-Level Professionals)"

**Minimum Requirements** – A bachelor's degree in finance, accounting, economics, or business administration including 12 credits in accounting.

**Non-Depository Financial Institutions Examiner 1** \$41,135

-listed under "Accountants/Auditors/Examiners (Entry-Level Professionals)"

**Minimum Requirements** – A bachelor's degree that includes or is supplemented by nine credits in accounting, finance, economics, or a closely related field.

**Planner Trainee (Local Government)** **Salary varies by county**

-listed under "Planners and Environmental Planners"

**Minimum Requirements** – A bachelor's degree in planning.

**Public Utility Auditor Trainee** \$41,135

-listed under "Accountants/Auditors/Examiners (Entry-Level Professionals)"

**Minimum Requirements** – A bachelor's degree that includes or is supplemented by 24 credits in accounting.

**Retirement Benefits Specialist** \$41,135

**Minimum Requirements** – Any bachelor's degree with a combination of 18 credits in accounting, auditing, business administration, business law, business management, communication studies, counseling, finance, human resources, journalism, labor economics, labor relations, macro/micro economics, marketing, money and banking, personnel/human resource administration, psychology, public finance, public speaking, political science, sociology, and statistics.

**Retirement Technician Supervisor** \$41,135

**Minimum Requirements** – 90 college credits with major coursework (24+ credits) in mathematics, statistics, accounting, or finance.

**Revenue Tax Auditor Trainee** \$41,135

-listed under "Accountants/Auditors/Examiners (Entry-Level Professionals)"

**Minimum Requirements** – A bachelor's degree in accounting or a closely related field that includes 24 credits in accounting.

**SERS Retirement Counselor Trainee** \$41,135

**Minimum Requirements** – A bachelor's degree in communications, human resources, business administration, business management, psychology, labor relations, or a related area. Related degrees include any degree with a combination of 18 credits in accounting, advertising, auditing, business law, business administration/management, communication studies, counseling, finance, journalism, labor economics, macro/micro economics, marketing, money and banking, mathematics, human resource administration, public finance, public speaking, political science, psychology, sociology, and statistics.

**Unemployment Compensation Tax Agent** \$46,944

**Minimum Requirements** – A bachelor's degree that includes 18 credits in finance and accounting, of which at least six credits are in accounting.

## Did you know...

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

# Education & Museum

## **Vocational Rehabilitation Pre-Vocational Instructor \$46,798** **(English, Life Skills, Mathematics, and Reading)**

-listed under "Vocational Rehabilitation Instructors"

**Minimum Requirements** – A bachelor's degree in elementary education or special education.

# Engineering & Environmental Control

## **Chemist 1 \$41,135**

**Minimum Requirements** – A bachelor's degree in chemistry, or a bachelor's degree that includes 30 credits in chemistry or biochemistry.

**Condition of Employment** – Certain positions in this job require a valid driver's license.

## **Civil Engineer Trainee \$52,460**

**Minimum Requirements** – A bachelor's degree in civil engineering or a closely related field that includes major coursework (24+ credits) in civil engineering. PA residency is NOT required.

**Condition of Employment** – Certain positions in this job require a valid driver's license.

## **Construction Cost Technician 2 \$36,342**

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**Minimum Requirements** – A bachelor's degree that includes major coursework in architectural engineering technology, building construction technology, civil engineering technology, construction materials technology, drafting and design technology, electrical engineering technology, or mechanical engineering technology.

## **Drafter Designer \$41,135**

**(Qualified applicants are also encouraged to apply for Drafter.)**

**Apply no later than March 11, 2017.**

**Minimum Requirements** – A bachelor's degree in architecture (including landscape architecture), engineering, interior design, surveying, drafting, architectural design, civil engineering, mechanical engineering, construction technology, electrical engineering technology, manufacturing/mechanical technology, or industrial/technology design, which includes or is supplemented by six months of computer aided drafting and design (CADD) experience and/or training.

# 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

## **Environmental Education Specialist** **\$41,135**

**Minimum Requirements** – A bachelor’s degree in environmental education, education, the natural sciences, social sciences, or parks and recreation.

## **Environmental Projects Construction Inspector Supervisor** **\$41,135**

**(Qualified applicants are also encouraged to apply for Environmental Projects Construction Inspector.)**

**Minimum Requirements** – A bachelor’s degree with major coursework (24+ credits) in architecture, civil engineering, building construction, transportation engineering, water resources, sanitary engineering, or engineering technology.

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

## **Environmental Trainee** **\$36,342**

**Minimum Requirements** – A bachelor’s degree with major coursework (24+ credits) in an appropriate physical or biological science, or a closely related environmental field.

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

## **Fixed Utility Valuation Engineer Trainee** **\$52,460**

**Minimum Requirements** – A bachelor’s degree with major coursework (24+ credits) in valuation engineering or other engineering discipline related to public or private utility generation; collection and distribution systems, such as civil, sanitary, petroleum, electrical, electronic, natural gas, industrial, mining, or mechanical engineering; engineering science; or engineering design and economic evaluation.

## **Forester** **\$41,135 (37.5 hour/week)** **\$43,877 (40 hour/week)**

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**Minimum Requirements** – A bachelor’s degree in forest technology, forestry, forest management, forest ecosystem management, urban forestry, forest science, agroforestry, or a related forestry degree.

For positions with DCNR ONLY, PA residency is NOT required.

**Necessary Special Requirement** – Possession of a valid PA non-commercial Class C driver’s license or equivalent.

## **Mining Engineering Trainee** **\$52,460**

**Minimum Requirements** – A bachelor’s degree in mining engineering or a closely related field that includes or is supplemented by 24 credits in drilling and blasting, engineering economics, hydraulics, hydrology, materials handling, minerals processing, mineral exploration methods, mine design and layout, mine drainage, mine ventilation, mining operations, mine safety, open pit or deep mining, rock mechanics, or stratigraphy. PA residency is NOT required.

**Condition of Employment** – Certain positions may require possession of a valid driver’s license.

## **Park Manager Trainee** **\$36,342**

-listed under “Park Managers”

**Minimum Requirements** – A bachelor’s degree in parks and recreation, forestry, engineering, related natural sciences, or landscape architecture.

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

## **Radiation Health Physicist Trainee** **\$41,135**

**Minimum Requirements** – A bachelor’s degree in health physics, radiation physics, radiation biology, nuclear physics, or applied health physics; or a bachelor’s degree with major coursework (24+ credits) in the physical, biological, or radiological sciences, or in nuclear engineering, that includes 20 credits in health physics or radiological sciences.

**Condition of Employment** – Certain positions require possession of an active non-commercial PA Class C driver’s license or equivalent.

## **Roadside Specialist 1** **\$41,135**

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details**

**Minimum Requirements** – A bachelor’s degree in agronomy, botany, forestry, horticulture, or a closely related field.

## **Soils Scientist 1** **\$41,135**

-listed under “Soils Scientists”

**Minimum Requirements** – A bachelor’s degree in soil science, agronomy, agriculture, conservation, or environmental science including at least 15 semester hours of soil science coursework.

**Work for Pennsylvania.  
Work that matters.**

# Engineering & Environmental Control continued

## **Transportation Construction Inspector Supervisor**      \$41,135

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**(Qualified applicants are also encouraged to apply for Transportation Construction Inspector.)**

**Minimum Requirements** – Two years of construction inspection experience and an associate's degree in civil engineering, mechanical engineering, geotechnical engineering, surveying engineering technology, or a closely related engineering technology.

College-level coursework may be substituted for experience on a year-for-year basis if there is major coursework in any engineering or engineering technology field.

**Conditions of Employment** – Certain positions are required to meet the qualifications for a bridge inspection team leader as defined by the current National Bridge Inspection Standards. Certain positions will require possession of a valid non-commercial Pennsylvania Class C driver's license or equivalent.

## **Transportation Planning Specialist Trainee**      \$41,135

**Minimum Requirements** – A bachelor's degree in civil engineering, environmental engineering, electrical engineering, mathematics, statistics, planning, computer science, or geography.

See our **Featured Vacancies** section on the Open Test Announcements page for a sampling of current **vacancies** and apply today!

# Information Technology

## **Applications Developer 2**      \$53,614

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

**Minimum Requirements** – A bachelor's degree in any information technology field.

## **Database Analyst**      \$53,614

**Minimum Requirements** – A bachelor's degree in any information technology field.

## **Information Technology Generalist 2**      \$53,614

### **Information Technology Generalist 2 (Local Government)**

**Salary varies by county**

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

**Minimum Requirements** – A bachelor's degree in any information technology field.



# Law Enforcement, Investigation, & Safety

## **Blasting and Explosives Inspector** **\$46,944**

**Minimum Requirements** – A bachelor’s degree in engineering or physical sciences.

**Necessary Special Requirements** – Possession of a Class A “General” blaster’s license issued by the Commonwealth of Pennsylvania.

Possession of a valid Pennsylvania commercial driver’s license with hazardous materials (H) endorsement.

## **Digital Forensic Examiner 1** **\$46,944**

**Apply no later than May 2017.**

**Minimum Requirements** – A bachelor’s degree in digital forensics or any information technology field which includes three credits in computer networking and three credits in information technology security or network security.

## **Food Inspection Technician** **\$36,342**

**Apply no later than May 6, 2017.**

**Minimum Requirements** – A bachelor's degree in food science, food technology, chemistry, microbiology, or a closely related field.

**Necessary Special Requirement** – Possession of a valid Pennsylvania non-commercial class C driver’s license or equivalent.

## **Forensic DNA Scientist Trainee** **\$41,135**

-listed under “Forensic Scientist Trainees”

**Minimum Requirements** – A bachelor’s degree in chemistry, biology, forensic science, or a closely related physical or natural science, which includes or is supplemented by 16 college credits in chemistry and three credits each in molecular biology, genetics, and biochemistry.

## **Forensic Scientist Trainee** **\$41,135**

**Minimum Requirements** – A bachelor’s degree in chemistry, biology, forensic science, or a closely related physical or natural science, which includes or is supplemented by 16 college credits in chemistry.

## **Parole Agent 1** **\$41,135**

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**Minimum Requirements** – A bachelor’s degree in criminal justice, law enforcement, legal studies, political science, behavioral science, or a related field.

**Necessary Special Requirement** – Possession of an active non-commercial Pennsylvania Class C driver’s license or equivalent.

## **Plant Industry Inspection Technician** **\$36,342**

**Minimum Requirements** – A bachelor’s degree in the agricultural or biological sciences, which includes three credits in chemistry, three credits in plant science, and three credits in animal science.

**Necessary Special Requirement** – Possession of a valid Pennsylvania non-commercial Class C driver’s license or equivalent.

## **UCC Building Inspector 2** **\$46,944**

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

**Minimum Requirements** – Three years of experience inspecting commercial, industrial, or public use buildings for compliance with building and safety codes; or four years of building construction work which included the performance of skilled trades duties in the electrical, structural, plumbing, or mechanical trades; or an equivalent combination of experience and training. Post-high school coursework in construction management, construction materials technology, drafting and design technology, civil engineering technology, architectural engineering technology, building construction technology, electrical engineering, electrical engineering technology, electrical design engineering technology, mechanical engineering technology, mechanical drafting and design technology, mechanical design engineering technology, structural engineering, and/or codes enforcement may be substituted for the required experience on a year-for-year basis.

**Necessary Special Requirement** – Valid certification issued by the Department of Labor and Industry, Commonwealth of Pennsylvania, as an Accessibility Inspector/Plan Examiner, Building Inspector, Electrical Inspector, Mechanical Inspector, Plumbing Inspector, and Energy Inspector.

**Condition of Employment** – Certain positions require possession of a valid PA non-commercial Class C driver’s license or equivalent.

# Medical & Health Services

## **Community Health Nurse 1 (Local Government)**

**Salary varies by county**

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**(Qualified applicants are also encouraged to apply for Community Health Nurse.)**

**Minimum Requirements** – A bachelor’s degree in nursing from a baccalaureate program accredited by the National League for Nursing.

**Necessary Special Requirement** – Possession of a current license to practice as a Registered Nurse issued by the Pennsylvania State Board of Nursing; or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing.

**Condition of Employment** – Employees possessing non-renewable temporary practice permits must obtain licensure as a Registered Nurse within the one year period as defined by the Pennsylvania State Board of Nursing.



## **Health Insurance Premium Payment (HIPP) Operations Specialist**

**\$41,135**

**Minimum Requirements** – Four years of post-high school training in a specialized area of the healthcare services field, which includes areas such as dental assistant, dental hygienist, medical technologist, medical assistant, medical records technician, optometrist, optometric assistant, emergency medical technician, registered nurse, licensed practical nurse, medical secretary, social worker, or any other related fields.

## **Microbiologist 1**

**\$41,135**

**Minimum Requirements** – A bachelor’s degree in microbiology; or a bachelor’s degree that includes 20 credits in microbiology, cellular biology, molecular biology or bacteriology, and 12 credits in chemistry or biochemistry.

**Conditions of Employment** – Certain positions will require possession of a valid Pennsylvania driver’s license. Certain positions will require the successful completion of a background risk assessment check.

## **Registry Specialist**

**\$46,944**

**Apply no later than February 25, 2017.**

**Minimum Requirements** – A bachelor’s degree in a Health Information Management (HIM) program accredited by the Commission on Accreditation for Health Informatics and Information Management Education; or a bachelor’s degree in a health or healthcare related field, and eligibility for certification as a Registered Health Information Technician as specified by the Commission on Accreditation for Health Informatics and Information Management Education; or a bachelor’s degree in a health or healthcare related field, and eligibility for certification as a Certified Tumor Registrar as specified by the National Cancer Registrars Association Council on Certification; or a bachelor’s degree in a health or healthcare related field, and one year of professional healthcare data management experience. 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.

### Aging Care Manager 1 (Local Government)

**Salary varies by county**

**Minimum Requirements** – A bachelor's degree that includes or is supplemented by 12 credits in sociology, social welfare, psychology, gerontology, or other related social sciences.

### Aging Care Manager 2 (Local Government)

**Salary varies by county**

**Minimum Requirements** – A bachelor's degree in social work or social welfare.

### County Caseworker 1 (Local Government)

**Salary varies by county**

**Minimum Requirements** – A bachelor's degree that includes or is supplemented by 12 credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences. PA residency is NOT required.

## Did you know...

You may take a civil service test if you have completed 90 or more credit hours and expect to receive a bachelor's degree within the next 7 months. You must provide proof of your degree before you start work.



### County Caseworker 2 (Local Government)

**Salary varies by county**

**Minimum Requirements** – A bachelor's degree with a social welfare or social work major. PA residency is NOT required.

### County Social Services Aide 3 (Local Government)

**Salary varies by county**

**(Qualified applicants are also encouraged to apply for the 1 and 2 levels.)**

**Minimum Requirements** – An associate's degree in sociology, social welfare, psychology, gerontology, criminal justice, or other related social science, and one year of experience in a human services agency. A bachelor's degree in an aforementioned major may be substituted for the required experience on a year-for-year basis.

### Drug and Alcohol Case Management Specialist Trainee (Local Government)

**Salary varies by county**

-listed under "Drug and Alcohol Case Management Specialists and Supervisor"

**Minimum Requirements** – A bachelor's degree in chemical dependency, sociology, social welfare, psychology, nursing, or a related field; or a bachelor's degree that includes 18 college credits in sociology, social welfare, psychology, criminal justice, or other related social sciences.

# Social & Employment Services continued

## **Forensic Social Worker 1**

**\$41,135**

-listed under "Social Workers 1"

**Minimum Requirements** – A bachelor's degree in social work or social welfare.

## **Orientation and Mobility Specialist**

**\$46,944**

**Minimum Requirements** – Successful completion of an approved college or university orientation and mobility program, which includes study in such areas as the history of orientation and mobility, the psychological effects of blindness, identification of common eye diseases, sensory devices, and travel techniques, and a practicum in orientation and mobility. PA residency is NOT required.

Note: This training is offered in bachelor's and master's degree programs in rehabilitation teaching and/or orientation and mobility. Candidates in the last semester of an acceptable degree program may apply and be placed on the eligible list. Such candidates must submit a copy of their most recent transcript and a letter from their department chairperson verifying that they are in good academic standing, and their expected graduation date. They must submit proof of graduation at the time of employment.

## **Residential Services Worker**

**\$41,135**

-listed under "Therapeutic Workers"

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**Minimum Requirements** – A bachelor's degree in the behavioral sciences, psychology, social work, education, or nursing.

## **Social Worker 1**

**\$41,135**

**Minimum Requirements** – A bachelor's degree in social work or social welfare.

## **Therapeutic Activities Services Worker**

**\$41,135**

-listed under "Therapeutic Workers"

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**Minimum Requirements** – Graduation from a four-year college or university with major coursework in therapeutic recreation; physical education; vocational rehabilitation; vocational education or counseling; occupational, art, music, or dance therapy; or a related human services field.

## **Therapeutic Recreational Services Worker**

**\$41,135**

-listed under "Therapeutic Workers"

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**Minimum Requirements** – Graduation from a four-year college or university with major coursework in therapeutic recreation; physical education; art, music, or dance therapy; or a related human services field.

## **Vision Rehabilitation Therapist**

**\$46,944**

**Minimum Requirements** – Successful completion of an approved college or university program in rehabilitation teaching of the blind or visually impaired, vision rehabilitation therapy, teacher of the visually impaired, or education with a concentration in visual impairment, and completion of a practicum. PA residency is NOT required.

Candidates in the last semester of an acceptable degree program may apply and be placed on the eligible list. Such candidates must submit a copy of their most recent transcript and a letter from their department chairperson verifying that they are in good academic standing, and their expected graduation date. They must submit proof of graduation at the time of employment.

## **Vocational Adjustment Services Worker**

**\$41,135**

-listed under "Therapeutic Workers"

**This examination is scheduled to open in the near future.**

**Please watch our website, [www.scsc.pa.gov](http://www.scsc.pa.gov), for details.**

**Minimum Requirements** – Graduation from a four-year college or university with major coursework in vocational rehabilitation, vocational education or counseling, or a related human services field.

# Trades & Maintenance

## **Assistant Maintenance Superintendent (Housing) (Local Government)**

**Salary varies by county**

-listed under "Maintenance Superintendents and Director of Capital Improvements (Housing Authorities)"

**Minimum Requirements** – Four years of college or technical school training with major emphasis on mechanical, electrical, or civil engineering; engineering or construction technologies; engineering mechanics; or building construction technology; or apprenticeship training in an appropriate trade field related to the construction and repair of buildings and their internal support systems.

## **Food Service Supervisor**

**\$36,342**

**Minimum Requirements** – A bachelor's degree in foods, nutrition, dietetics, food service, or institutional management.

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.

# Internships & Summer Employment

## **County Social Casework Intern (Local Government)**

**Salary varies by county**

**Minimum Requirements** – Enrollment as a full time student with junior standing in an accredited undergraduate bachelor's degree program in sociology, social welfare, psychology, gerontology, or other related social science; completion of the first semester of the junior year, or 75 credits; and satisfactory completion of 15 credits in one of the major fields of study. PA residency is NOT required.

## **Orientation and Mobility Intern**

**\$36,342**

-listed under "Vision Rehabilitation Therapist Intern and Orientation and Mobility Intern Programs"

**Minimum Requirements** – Current enrollment in the final semester of an accredited college or university bachelor's or master's degree or certificate program in orientation and mobility.

**Necessary Special Requirement** – Authorization by the college or university for the student to participate in the Commonwealth's Orientation and Mobility Intern Program. Upon entering the internship, the student must be enrolled in the final semester of the appropriate degree or certificate program. PA residency is NOT required.

## **Vision Rehabilitation Therapist Intern**

**\$36,342**

-listed under "Vision Rehabilitation Therapist Intern and Orientation and Mobility Intern Programs"

**Minimum Requirements** – Current enrollment in the final semester of an accredited college or university bachelor's or master's degree or certificate program in rehabilitation teaching, vision rehabilitation therapy, teacher of the visually impaired, or education with a concentration in visual impairment. PA residency is NOT required.

**Necessary Special Requirement** – Authorization by the college or university for the student to participate in the commonwealth's Vision Rehabilitation Therapist Intern Program. Upon entering the internship, the student must be enrolled in the final semester of the appropriate degree or certificate program.

# 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](http://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](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

# Civil Service Applicant Hiring Process

