

# Local Government Careers in the Commonwealth

Employment with a local government agency offers challenge, responsibility, and opportunities in a diverse range of fields. The State Civil Service Commission provides application and testing services on behalf of most Pennsylvania counties. Recent graduates can find various entry-level positions, while seasoned professionals may pursue positions with higher levels of responsibility. The following local government agencies employ citizens in nearly every county of Pennsylvania: Area Agencies on Aging; Children, Youth, and Families; Drug and Alcohol; Mental Health/Mental Retardation; Housing Authorities; and Emergency Management.



Some of the many rewarding local government careers available include:

**Aging Case Aides** assist professional and technical social services personnel in providing information and referral services to senior citizens.

**Aging Care Managers** provide care management services to clients and their families to aid them in resolving, or adjusting to, their problems or situations.

**Aging Program Assessors** gather pertinent assessment data and use this information to complete comprehensive assessments of consumers, which include the most appropriate level and type of care needed, with the goal of maintaining consumers' independence for as long as possible.

**Community Health Nurses** identify and assess the physical and psychosocial needs and health status of individuals, particularly those receiving or seeking services through an Area Agency on Aging.

**County Caseworkers** provide services to individuals, families, or groups (needy, aged, people with disabilities, institutionalized, or dependent adults and children) to help them attain a more satisfactory social, economic, mental, or physical adjustment to their environment.

**Drug and Alcohol Case Management Specialists** assess clients' needs and determine the level of care required based on placement guidelines, coordinate access to treatment services, and develop and implement a comprehensive service plan.

**Drug and Alcohol Prevention Specialist Trainees** learn about the work of a Drug and Alcohol Prevention Specialist through the introduction to a variety of activities performed for the prevention of alcohol, tobacco, and drug use, abuse, and addiction.

**Housing Inspectors** inspect public housing units and Housing and Urban Development rental assistance dwellings for compliance with federal and local government public housing regulations, as well as local building codes and ordinances.

**Management Aides** interview applicants for public housing using an eligibility form, type correspondence, calculate and collect rent and charges, record financial transactions in a ledger book, and compile statistical data from files and computer records.

**Operations and Training Officers** manage emergency operating centers and coordinate with other county-wide



emergency services. Administrative duties related to the development of and accountability for procedures, policies, and operations are also performed.

**Planner Trainees and Planners** collect, organize, and analyze the physical, social, and economic data necessary to develop, review, or administer planning programs.

**Psychological Services Associates** perform psychological services work in selecting, administering, scoring, and interpreting a wide range of objective and projective psychological tests; conduct interviews and counseling sessions; and write and implement behavioral plans.

**Salary and Benefits:**

Counties that utilize the State Civil Service Commission to administer their merit system individually determine their respective salary and benefit packages. Please contact county human resource offices directly to inquire about specifics. In general, local government agencies offer:

- Competitive salaries
- Excellent and comprehensive medical benefit packages
- Exceptional retirement system
- Vacation, sick, personal, and holiday leave
- Opportunity for advancement and professional growth

For additional information on the minimum requirements, the nature of the work, locations of opportunities, and local government job titles that are currently open for application, please access the “Job Seekers” section of the website. Many job titles open and close for application on a periodic basis. In addition, most test announcements that feature local government job titles are designated as “(local government).” Upon opening a test announcement, local government job titles feature job codes that begin with a “L.” Please note that there is a continual need for bilingual applicants, particularly in positions that involve direct contact with the general public.

**Bilingual applicants, especially those who are fluent in Spanish and English, are strongly encouraged to apply.**

**Visit or call us at:**

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