

# Clerical Opportunities with the Commonwealth

The Commonwealth of Pennsylvania offers a variety of employment opportunities in both general and specialized clerical areas. Since all agencies utilize clerical positions, these jobs often provide a great entry point to begin a career with the Commonwealth.

Some of the many rewarding clerical opportunities include:

**Clerk Typists** (state and local government) provide a variety of office support functions such as typing, processing, and maintaining many types of documents; sorting, filing, and checking material; and providing information. Duties will vary in responsibility from routine to complex. Applicants must pass a typing test with a minimum speed of 40 words per minute including deductions for errors.

**Clerks** (state and local government) provide support functions such as filing and retrieving materials, gathering and providing information, processing documents, and performing basic arithmetic computations. Duties will vary in responsibility from routine to complex.

**Clerical Supervisors** (state and local government) perform clerical duties and supervise work units of employees performing clerical duties.

**Secretarial Supervisors** (state and local government) perform secretarial work involving supervision of a support staff engaged in secretarial and clerical work.

**Intermittent Liquor Store Clerks and Liquor Store Clerks** sell merchandise to customers, assist customers in obtaining merchandise, total purchases on a computerized cash register, collect payment, and make change. They also stock shelves, take inventory, complete forms pertaining to store operations, and unload shipments from trucks. Intermittent Liquor Store Clerks work on a permanent, part-time basis.

**Records Specialists and Supervisors** maintain the Records Unit at a Department of Corrections state correctional institution or at the Centralized Sentence Certification Unit in the department's headquarters in Cumberland County. Employees file inmate criminal history and identification documents, process inmate population movements, and photograph and fingerprint inmates. **Supervisors** oversee Records Specialists, Corrections Records Specialists, and clerical staff who maintain the criminal records units. Corrections Records Supervisors are also responsible for the care, custody, and control of inmates on work detail.

## Temporary Clerical Pool Employment Opportunities (Harrisburg Test Center Only)

Temporary Clerical Pool employees work in a series of temporary assignments in state agencies located in the Harrisburg metropolitan area. A variety of work schedule options, including some part-time opportunities, are available. Employees typically end one long-term assignment and begin another the following day. Working in the Temporary Clerical Pool is a great way to begin a Commonwealth career as many Pool employees move into full-time permanent positions.

The Temporary Clerical Pool employs **Limited Term Clerks** and **Limited Term Clerk Typists**. These job titles perform routine clerical work in place of permanent employees on extended leave or as additional workers for peak workload situations. Duties may include entering data using a computer; typing routine documents; answering phones; filing, sorting, and checking materials; and serving as a receptionist.



To be considered for employment with the Temporary Clerical Pool, register on the SCSC website at [www.scsc.pa.gov](http://www.scsc.pa.gov), complete an online application for Limited Term Clerk or Limited Term Clerk Typist, and then self-schedule your examination. Examination dates are limited and are included on the Test Announcements. A typing test is required for Limited Term Clerk Typist applicants only and requires a minimum typing speed of 40 words per minute including deductions for errors. Applicants who pass the typing test must then pass a written test which is administered on a computer in our Harrisburg Test Center. The examination for Limited Term Clerk is a written test which is also administered in the Harrisburg Test Center on a computer. Applicants who require testing accommodations due to a disability or who need further information about the application and testing process should contact the Harrisburg Test Center at (717) 783-3058.

Immediately following successful completion of the examination, applicants for the Temporary Clerical Pool will be asked to complete pre-employment paperwork that will take approximately thirty minutes. The following information will be required:

- Names, addresses, phone numbers, and approximate dates of your last three employers.

**Benefits** (For eligible employees only):

As the second largest employer in Pennsylvania, the Commonwealth offers competitive salaries as well as unparalleled opportunities for professional development and career advancement. Eligible employees also enjoy benefits such as:

- Exceptional medical benefits (including vision, dental, prescription drug, hearing aid, and behavioral health coverage)
- Generous vacation, sick, personal, and holiday leave
- Outstanding retirement program (Including Optional Deferred Compensation Plan)
- Group Life Insurance
- Cost effective optional benefits such as discounted group rates for auto and home insurance, employee assistance program, etc.

For additional information on the minimum requirements, the nature of the work, and locations of opportunities, **please visit the SCSC website at [www.scsc.pa.gov](http://www.scsc.pa.gov) and apply online.** Clerical job titles that are currently open for application can be found by accessing the “Job Seekers” section of the website. Many job titles open and close for application on a periodic basis.

**Visit or call us at:**

**HARRISBURG**  
2<sup>nd</sup> Level, Strawberry Square Complex  
320 Market Street  
Harrisburg, PA 17108  
(717) 783-3058\*

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

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

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

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

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