

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.

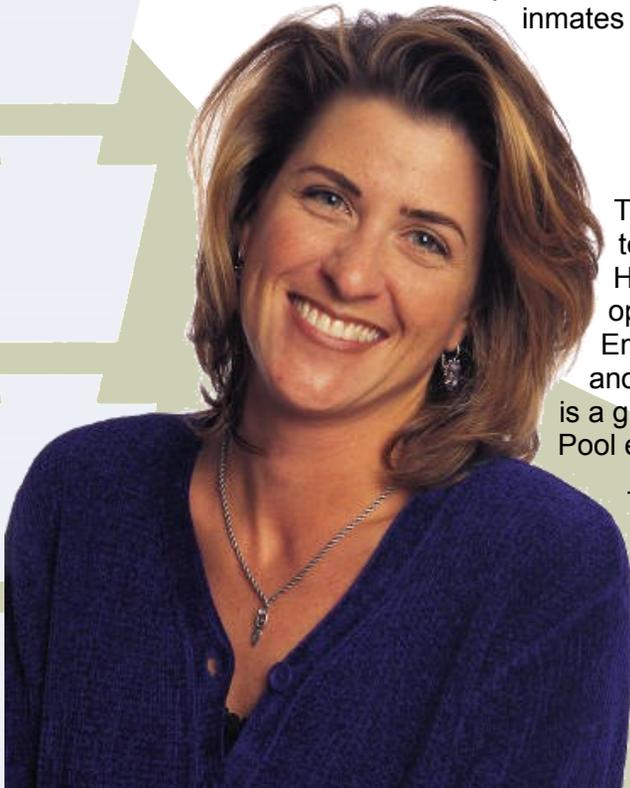
Records Specialists and Supervisors maintain the Records Unit at a Department of Corrections state correctional institution or at the Centralized Sentence Certification Unit in the department's headquarters in Cumberland County. Employees file inmate criminal history and identification documents, process 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

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 Clerical Pool employees move into full-time permanent positions.

The Temporary Clerical Pool employs **Limited Term Clerks**. 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; answering phones; filing, sorting, and checking materials; and serving as a receptionist.



To be considered for employment with the Temporary Clerical Pool, visit the Commonwealth's employment website at www.employment.pa.gov for job opportunities. If you have specific questions on the Temporary Clerical Pool, please contact (717) 783-3917.

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 information on currently available positions, please visit the Commonwealth's employment website at www.employment.pa.gov. Visitors to the website may also subscribe to receive Job Alerts to be informed via email each time a new position is available. To subscribe, go to the Open Jobs page, click on "Subscribe to Job Alerts," and then select the Office and Administrative Support category.

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*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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