

Temporary Clerical Pool

—Employment Opportunities—

Pennsylvania State Government is recruiting candidates for **Limited Term Clerk Typist** and **Limited Term Clerk** positions with the Commonwealth's Temporary Clerical Pool. Successful candidates enjoy 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 assignment and begin another the following day.

Hourly wage: Limited Term Clerk Typist and Limited Term Clerk — \$10.15

HOW TO APPLY AND TEST

- Visit the State Civil Service Commission (SCSC) website at www.scsc.pa.gov. On the SCSC homepage, click on the *Job Seekers* tab and select *Open Test Announcements*, then select Test Announcement 2005-540 for Limited Term Clerk Typist or Test Announcement 2005-545 for Limited Term Clerk for detailed information.
- Complete an online civil service application for each job title. You will be directed to the SCSC online test scheduling system to reserve a seat for testing at a specific test session on the test date.
- If there are no available test room seats, you may wish to consider walk-in testing. Details on walk-in testing requirements are available through the Walk-In Testing link on the SCSC homepage.
- **Following testing, successful applicants will complete paperwork and participate in a brief interview. This will take approximately 30 minutes. See test announcements for more details.**

Testing Date/Time: For Limited Term Clerk Typist ONLY — July 7, 2016, August 4, 2016, and September 1, 2016 at 8:15 a.m., 11:00 a.m., and 1:00 p.m.

Testing Date/Time: For Limited Term Clerk ONLY — August 10, 2016 at 8:15 a.m., 11:00 a.m., and 1:00 p.m.

Applicants must report to the Test Center prior to the starting time of the scheduled test session. Late applicants may not be permitted to test. The test center location is:

**State Civil Service Commission
2nd Floor, 320 Market Street (Strawberry Square)
Harrisburg, Pennsylvania 17101**

(Note: Applicants who have previously tested must wait 75 days from the date of their examination before re-testing for the same job title.)

- **Applicants must present two forms of identification. One form must have a recent photo and signature. The names on both forms of identification must match.**
- For questions regarding employment, please call (717) 783-3917.
- For questions regarding the application and testing process, or to request testing accommodations due to a disability, please call (717) 783-3058.

Pennsylvania is an equal opportunity employer supporting workforce diversity.

