

WAYNE COUNTY COMMISSIONERS
WAYNE COUNTY OFFICE OF HUMAN SERVICES

323 Tenth Street
Honesdale, PA 18431
Telephone: (570) 253-4262
Facsimile: (570) 253-9115
jdoyle@co.wayne.pa.us

Dear Applicant:

Effective: May, 2013

Employment for any Wayne County Human Services (Children & Youth, Drug & Alcohol, Area Agency on Aging and Mental Health/Mental Retardation) positions are covered through the Merit System, a Civil Service Employment Program of the Pennsylvania Civil Service Commission. Therefore, in order to be considered for **any** position your name must appear on a list of Wayne County certified eligibles issued by the State Civil Service Commission for that particular job title. You may wish to apply for job titles even though no immediate opening occurs. We never know when an opening may happen due to resignation, retirement, promotion, etc. and you maybe on a list where we have an opening for some unexpected reason.

The Civil Service Commission has upgraded and changed the manner in which an applicant may apply in the Scranton area to take a Pennsylvania Civil Service test. The Lackawanna County Career Link is now an ICE Center (Integrated Computerized Examination Center). This means that you may apply on-line at the **Career Link at 135 Franklin Avenue, Scranton**. We **HIGHLY** suggest calling the test site and go **STANDBY** you may, if seating is available be tested for the particular job title that you applied for - all in the same day!! You may apply on-line at home and then be scheduled for a date and time to report to test at the Lackawanna County Career Link. The Career Link also has some non-traditional dates and times available, so that if you are employed, you may still have access to the testing during evening or Saturday times. The phone number at the Career Link site is: 570-963-4671. Days and times of operation are: Tuesdays, 8AM to 5PM; Wednesdays (alternating times 8AM to 5PM OR 12 Noon to 9PM) and every other Saturday 8AM to 5PM. We suggest you bring quarters for the street parking meters. Also note: if you are testing on a day that ends at 9 PM, you **MUST** report by 5:30 PM in order to have enough time to test. IF the testing day runs 8:30 to 5, then report **BY** 1:30 on that day. The Civil Service web site address is: **www.scsc.state.pa.us**

I have enclosed Civil Service information including a test announcement and various other Civil Service Information. Only use a paper application if you do not have access to the internet or can not go to the Career Link in Scranton to apply and test. Please note that utilizing a paper application will be extremely slow and you will not be scheduled for testing for several weeks. The list of open tests will give you an idea of the current availability of testing opportunities and the test announcement will provide you with a sample of job specifications, etc.

If I can be of any further assistance, please do not hesitate to contact me, the Civil Service Commission or the local Career Link (Job Center Office). My e-mail address is: jdoyle@co.wayne.pa.us

Sincerely,

Juliann Doyle

Juliann Doyle
Administrative Officer
JND\ctestdates - cc: File