



WAYNE COUNTY COMMISSIONERS  
**WAYNE COUNTY OFFICE OF HUMAN SERVICES**  
323 Tenth Street, Honesdale, PA 18431  
Telephone: (570) 253-4262      Facsimile: (570) 253-9115

May, 2018

Dear Applicant:

Recently you had expressed an interest in applying to Civil Service for a Wayne County position through Civil Service. I am pleased to announce the Pennsylvania Civil Service Commission is now open and accepting ongoing applications for some job titles like: Clerk Typist and County Caseworker. Other job titles may not currently be open but please go on line and reapply through the new system otherwise you may miss out on an opportunity to apply for positions when they are open.

The new system has a new web site address, the new address is: [www.employment.pa.gov](http://www.employment.pa.gov) if you go to the old web site it will redirect you to the new web site. The new web site is easy to use and once you have completed an on-line application your information will be in the system and easily accessible for future employment usage. You will have to reapply on the new site in order to be in the new system.

With a new system we also have added the ability to notify applicants electronically of job openings which you may qualify for and have indicated you would work in that particular county. This is great, you will have to apply in a timely manner according to the open job posting so please do not waste time in responding as these job titles will only be posted (or open) to apply for a short period of time which is noted on the posting.

Employment for any Wayne County Human Services (Children & Youth, Drug & Alcohol, Area Agency on Aging, Transportation and Behavioral & Developmental Programs/Early Intervention, etc) 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.

The closest test site is 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 you applied for !! 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 or Harrisburg 717-787-2935. Days and times of operation are: Tuesdays, 8AM to 5PM; Wednesdays (alternating times 8AM to 5PM OR 12 Noon to 9PM) and two Saturday's per month 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.

Van Driver & Meal Transporter do not require a written test, note currently Van Driver and Meal Transporter are not open to apply or test. Once it is opened up your score will be based on the information you provide in the application and supplement. For these job titles it is extremely important to include all employment related to driving in order to receive the best score you can. Scores determine where you are placed on the list and if you will possibly receive an interview or not for the position.

If I can be of any further assistance, please do not hesitate to contact me, the Civil Service Commission at 717-787-5855 or the local Career Link (Job Center Office) 570-253-5970, Ext. 4150. My e-mail address is: [jdoyle@waynecountypa.gov](mailto:jdoyle@waynecountypa.gov) or by phone at 570-253-4262.

Sincerely,

**Juliann Doyle**

Juliann Doyle  
Administrative Officer