

The Application Supplement is the test.

TEST ANNOUNCEMENT 2008-125

ISSUE DATE August 31, 2015

CLOSING DATE September 14, 2015

**COMMONWEALTH OF PENNSYLVANIA
STATE CIVIL SERVICE COMMISSION
LOCALIZED EXAMINATION ANNOUNCEMENT FOR
MEAL TRANSPORTER AND VAN DRIVER
in the
Wayne County Office of Human Services
(Wayne County)**

<u>Job Title</u>	<u>Job Code</u>	<u>Starting Salary</u>
MEAL TRANSPORTER	L0885	\$9.30/hr.
VAN DRIVER	L0886	\$10.62/hr.

<u>VETERANS</u>	Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, visit the Commission's website, Job Seekers page, for Veterans ; visit one of our offices; or contact us at ra-cs-vetpreference@pa.gov .
Job Locations	<ul style="list-style-type: none">The Wayne County Office of Human Services is looking to fill two Meal Transporter vacancies and eight Van Driver vacancies.You must indicate on your application that you will accept employment in Wayne County.
Type of Work	<ul style="list-style-type: none">Part-time.
Job Duties	<p><u>Meal Transporter</u></p> <ul style="list-style-type: none">Drive an average of 150 miles each day, utilizing driving safety and pre-cautions.Complete meal transporter log sheets.Transport meals or surplus/pantry food, which may weigh as much as 30 pounds from vehicle to consumers home.Stoop, kneel, bend, reach, climb steps, or hills, and negotiate rough pavement or unpaved paths.Manage multiple tasks, paying close attention to details under a constantly changing work environment, which includes completion of paperwork, work assignments and meeting deadlines. <p><u>Van Driver</u></p> <ul style="list-style-type: none">Drive an average of 150 miles each day, utilizing driving safety and pre-cautions.Pick up and drop off consumers, assisting those clients who require assistance on and off of the vehicles.Complete driver log sheets.Transport packages, which may weigh as much as 50 pounds from vehicle to consumers home.Use a two-way radio.Successfully complete a physical and eye examination each year.Stoop, kneel, bend, reach, climb steps, or hills, and negotiate rough pavement or unpaved paths.

<p>Qualifications</p>	<ul style="list-style-type: none"> • Must meet PA residency requirement. • Click the Job Titles and Codes below for Minimum Experience and Training Requirements and Necessary Special Requirement. <p style="text-align: center;"> Meal Transporter – L0885 Van Driver – L0886 </p> <ul style="list-style-type: none"> • No suspension of driver’s license within last 3 years. • Some positions require possession of a commercial driver’s license, supplemented by appropriate endorsements.
<p>Legal Requirements</p>	<ul style="list-style-type: none"> • Some of the positions in these job titles come under the provisions of the Older Adults Protective Services Act. • Final candidates will need to obtain a report of criminal record information from the Pennsylvania State Police or a statement that the State Police Central Repository contains no information relating to you. • If you are a final candidate but have not been a resident for 2 years prior to the date that you received notification that you are a final candidate, you are also required to furnish a report of Federal Criminal History Record Information from the Federal Bureau of Investigation.
<p>Examination Information</p>	<ul style="list-style-type: none"> • Score based on information reported on application and application supplement. • Provide complete and accurate information or: <ul style="list-style-type: none"> ○ score may be lower than deserved ○ application processing may be delayed ○ disqualification may result. • You may take the test once under this announcement.
<p>How to Apply</p>	<ul style="list-style-type: none"> • Complete online application and application supplement by clicking here or visiting www.scsc.state.pa.us, Job Seekers page.
<p>Contact for Information</p>	<p>Information or questions regarding these positions, contact:</p> <p>Juliann Doyle at jdoyle@waynecountypa.gov or by phone at (570) 253-4262.</p>

THE COMMONWEALTH IS AN EQUAL OPPORTUNITY EMPLOYER