

TEST ANNOUNCEMENT NUMBER 2005-568 ISSUED APRIL 15, 2005
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**Commonwealth of Pennsylvania  
State Civil Service Commission**

Examinations

for

**CLERK TYPIST POSITIONS IN  
STATE AND LOCAL GOVERNMENT**

<u>Exam No.</u>	<u>Job Titles</u>	<u>Job Codes</u>	<u>Pay Schedule and Range</u>
1.	Clerk Typist 1	00210	S2
2.	Clerk Typist 2	00220	S3
5.	Clerk Typist 1	L0031	*
6.	Clerk Typist 2	L0032	*

\* Local government salaries vary. Contact the Human Resource Office of the local government agency where you are interested in working for specific information.

**When completing your application, please make sure you apply for all job titles for which you want to be tested. You will NOT be permitted to add job titles after you test.**

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

**NATURE OF WORK**

Clerk Typists compose and type letters, memorandums, and other documents. They also sort, file and check material and provide information. Duties vary in complexity from limited (Clerk Typist 1) to moderate (Clerk Typist 2).

**JOB REQUIREMENTS**

You must be a Pennsylvania resident, of good moral character and able to perform the essential functions of the job.

**Minimum Requirements**

You must pass the multiple choice and typing tests.

## **JOB OPPORTUNITIES**

### **EQUAL OPPORTUNITY EMPLOYER**

In the previous 24 months, approximately 816 appointments and 141 promotions were made from the State Government eligible lists. The current number of filled positions is listed below:

<b>Job Title</b>	<b>Number of Filled Positions</b>
Clerk Typist 1	39
Clerk Typist 2	2,587

In the previous 24 months, approximately 345 appointments and 3 promotions were made from the Local Government eligible lists. The current number of filled positions is listed below:

<b>Job Title</b>	<b>Number of Filled Positions</b>
Clerk Typist 1	103
Clerk Typist 2	791

**STATE GOVERNMENT POSITIONS:** These positions are located throughout Pennsylvania. The majority of jobs are in the metropolitan areas of Harrisburg, Philadelphia, and Pittsburgh. It will be to your advantage to make yourself available for locations where clerical positions are concentrated. You may choose as many as 10 counties or as few as one.

**PLEASE DO NOT MAKE YOURSELF AVAILABLE FOR LOCATIONS IN WHICH YOU ARE NOT WILLING TO WORK. ENTRY HIRES ARE MADE AT BOTH THE CLERK TYPIST 1 AND CLERK TYPIST 2 LEVELS. THEREFORE, YOU ARE ENCOURAGED TO APPLY FOR BOTH JOB TITLES.**

There is a continuing need for bilingual (English and Spanish) typists in the Philadelphia area. Individuals hired for these positions provide information and assistance to Spanish-speaking clients. Individuals possessing the required bilingual skills are encouraged to apply.

**SUMMER POSITIONS:** The Department of Conservation and Natural Resources has a limited number of Clerk Typist 1 and 2 positions available at State Parks throughout Pennsylvania. These jobs last from the beginning of either April or June to Labor Day or the beginning of October. Individuals hired for these jobs will be placed on leave without pay status during the winter months and have the right to return to the job the following year without retaking the clerical test. They also will have the opportunity to be considered for permanent employment if it becomes available. If you are interested in these positions check the fourth block (seasonal) in Section A of the "Employment Questionnaire" where employment preference may

be indicated. Applicants interested in full-time employment should check the first block (career appointment).

**LOCAL GOVERNMENT POSITIONS:** Agencies using these job titles include: City and County Housing Authorities, Pennsylvania Emergency Management Agency Offices, Area Agency on Aging Offices, County Mental Health/Mental Retardation Offices, County Children and Youth Offices and County Drug and Alcohol Abuse Centers. For the most recent information on job opportunities contact the human resource office of the local government agency where you are willing to work. Telephone numbers can be found in local telephone directories under "Government-County."

There are no local government or Housing Authority positions in Philadelphia.  
There are no Housing Authority positions in Pittsburgh.

Employment preference for local government or Housing Authority positions may be given to residents of the city or county in which the job is located.

Promotion preference for local government or Housing Authority positions may be given to employees who work in the city or county in which the job is located.

Employment preference will be granted to individuals aged 60 and over for jobs with the Department of Aging and Area Agency on Aging Offices.

### **TESTING**

The examination consists of two parts: a multiple choice test and a typing test. Each test part is weighted 50% in determining your overall test score. Any part of the test may be cancelled by the Commission and the weight added to the remaining part.

You must pass both parts of the test.

The tests will be administered on a computer. Information about computerized testing is available online at [www.scsc.state.pa.us](http://www.scsc.state.pa.us) **OR** in paper form at any State Civil Service Commission Office.

The 2 1/2-hour multiple choice test will cover the following subject areas:

<u>Subject Areas</u>	<u>Number of Questions</u>
Interpersonal Skills	15
Filing	15
Following Directions	15
Name and Number Comparison	30
Grammar	15
Spelling	15

Office Practices	15
Arithmetic Operations	<u>15</u>
Total	135

Typing Test – You do not need any previous computer experience to take the test. There is a 5-minute practice exercise followed by the 5-minute typing test. The passing score is 40 wpm (after deduction for errors). If your score is less than 40 wpm, you will immediately be given a second chance to take and pass the test. If you do not pass the test on the second try, you may return after 75 days to retake the test. If you return on a later date, you must submit another Civil Service Application. You must pass the typing test in order to take the multiple choice test for all of the job titles on this announcement.

Multiple Choice Test – If you fail the multiple choice test and want to take it again, you may be retested 75 days after the date of your last test. When you retake the multiple choice test, you must also retake the typing test. You must submit a new Civil Service Application to be retested.

The test will be administered in the Harrisburg, Philadelphia and Pittsburgh Civil Service Commission Offices, Monday through Friday.

The test will also be administered approximately 10 days a month at additional test centers located in Allentown, Erie, Johnstown, Lock Haven, and Scranton. For further details on test dates, contact the Commission’s Information Services Unit; Telephone (Voice) (717) 787-7811, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (717) 783-8896.

If your name is on an eligible list for these jobs and you take this test, your most recent examination result will be the only one counted.

### **TEST RESULTS**

Employment and promotion lists will be established. You will be notified in writing of your test results.

### **HOW TO APPLY**

Apply online at [www.scsc.state.pa.us](http://www.scsc.state.pa.us) or submit your completed paper application to:

State Civil Service Commission  
 ATTN: Applications  
 P.O. Box 569  
 Harrisburg, PA 17108-0569

Applications and further information can be obtained from:

1. State Civil Service Commission:

Harrisburg: 2nd Level, Strawberry Sq. Complex,  
320 Market St., P.O. Box 569, Hbg., 17108-0569;  
Telephone (Voice) (717) 783-3058, Text Telephone  
**(Deaf/Hard-of-Hearing callers only)** (717) 772-2685

Philadelphia: 2nd Floor, 10 South 11th St., Phila., 19107;  
Telephone (Voice) (215) 560-2253, Text Telephone  
**(Deaf/Hard-of-Hearing callers only)** (215) 560-4367

Pittsburgh: 411 Seventh Ave., Room 410, Pgh., 15219  
Telephone (Voice) (412) 565-7666, Text Telephone  
**(Deaf/Hard-of-Hearing callers only)** (412) 565-2484

Internet: [www.scsc.state.pa.us](http://www.scsc.state.pa.us)

2. PA CareerLink offices

3. The Human Resource Office listed under the "JOB OPPORTUNITIES" section of this announcement

For further information on testing, assistance for persons with disabilities, veterans' preference and other items, refer to the instructions provided with the "Application for Employment/Promotion."