

You must submit a copy of your transcript at the time of application. (See "How to Apply.")

TEST ANNOUNCEMENT
NUMBER 2010-023
ISSUED JUNE 30, 2010

Commonwealth of Pennsylvania

State Civil Service Commission

Examinations

for

FISCAL OCCUPATIONS

<u>Exam No.</u>	<u>Job Titles</u>	<u>Job Codes</u>	<u>Pay Schedule and Ranges</u>
<u>Local Government</u>			
1.	Fiscal Assistant	L0360	*
2.	Fiscal Technician	L0380	*
3.	Fiscal Technician - Supervisory	L0381	*
<u>State Government</u>			
4.	Fiscal Assistant	00710	ST04
5.	Fiscal Technician	00720	ST05
6.	Fiscal Technician - Supervisory	00730	ST05
7.	Corporation Tax Account Technician	03731	ST05
8.	Unemployment Compensation Tax Technician Trainee	06703	ST04

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.

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

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

VETERANS: 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 and opportunities for veterans, visit the Commission's website www.scsc.state.pa.us; visit one of our offices; or call our veterans information line, (717) 787-6039.

NATURE OF WORK

Fiscal Assistants perform bookkeeping duties in recording, reviewing and processing financial records and documents.

Fiscal Technicians perform advanced bookkeeping duties, examining financial records for propriety and conformance to established procedures.

Fiscal Technician Supervisors perform advanced bookkeeping duties and also supervise the work of employees engaged in bookkeeping or clerical fiscal duties.

Corporation Tax Account Technicians perform specialized bookkeeping duties in the maintenance, examination and analysis of corporation tax accounts.

Unemployment Compensation Tax Technician Trainees perform trainee level technical work in determining tax liability under the Pennsylvania Unemployment Compensation Law and in maintaining employer unemployment tax accounts.

JOB REQUIREMENTS

You will be tested **before** your qualifications are reviewed. Your test results will count only if you meet all job requirements. If after reading the requirements you are not sure you qualify, contact one of the Commission's offices listed at the end of this announcement.

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

Minimum Requirements

Fiscal Assistant (Local and State) - Two years of experience performing bookkeeping or clerical accounting work; **OR** an associate's degree in accounting or business administration including or supplemented by 6 credit hours in accounting; **OR** an equivalent combination of experience and training.

Fiscal Technician/Fiscal Technician – Supervisory (Local and State) - One year as a Fiscal Assistant; **OR** 3 years of work involving the maintenance of fiscal or financial records, including 1 year of responsible work which involves the application of accounting or fiscal principles and practices and graduation from high school; **OR** 1 year of experience in maintaining and reviewing fiscal records and an associate degree in accounting or business administration; **OR** an equivalent combination of experience and training.

Corporation Tax Account Technician - Two years of bookkeeping experience involving accounts payable and/or accounts receivable; **OR** 2 years of experience in the review of tax documents and 6 credit hours in accounting; **OR** 1 year of bookkeeping experience and 6 credit hours in accounting; **OR** an equivalent combination of experience and training which includes 6 credit hours in accounting.

Unemployment Compensation Tax Technician Trainee - Two years of bookkeeping experience in the maintenance of fiscal or financial records and graduation from high school; **OR** an equivalent combination of experience and training.

Clarification of Requirements

You may substitute related education for the required experience or appropriate experience for the required education. Unrelated experience or education will not be accepted.

JOB OPPORTUNITIES

EQUAL OPPORTUNITY EMPLOYER

Fiscal Assistants, Fiscal Technicians and Fiscal Technician Supervisors are employed by most state agencies, housing authorities located throughout the state, and several local government agencies. Most state positions are located in Dauphin County. Filled positions are as follows:

In state government there are 136 filled Fiscal Assistant positions, 91 filled Fiscal Technician positions, and 27 filled Fiscal Technician-Supervisory positions.

In local government there are 123 filled Fiscal Assistant positions, 250 filled Fiscal Technician positions, and 23 filled Fiscal Technician-Supervisory positions.

There are 12 filled Corporation Tax Account Technician positions with the Pennsylvania Department of Revenue in Dauphin County.

There are 14 filled Unemployment Compensation Tax Technician Trainee positions with the Pennsylvania Department of Labor and Industry in Dauphin County.

For the most recent information on job opportunities in state government, contact the Human Resources Office of the state agency where you are willing to work. Current telephone numbers can be found in the telephone directory under "Government Offices - State."

For the most recent information on job opportunities with housing authorities or local government, contact the Human Resources Office of the agency where you are willing to work. Local government agencies covered by this announcement include Area Agencies on Aging, County Children and Youth Offices, County Drug and Alcohol Centers and County Mental Health/Mental Retardation Offices. Current telephone numbers can be found in the telephone directory under "Government Offices - County."

Lists created by these tests will be used to fill future vacancies as they occur due to retirements, promotions, transfers, resignations and so forth.

There are no local government or housing authority positions in Philadelphia and no housing authority positions in Pittsburgh.

Employment preference with local government and housing authorities may be given to residents of the city or county in which the jobs are located.

Promotion preference with local government and housing authorities may be given to employees who work in the city or county in which the jobs are located.

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

TESTING

This test will be administered on a computer. Information about computerized testing is available online at www.scsc.state.pa.us **OR** in paper form at any State Civil Service Commission office.

You will have a maximum of 2 1/2 hours to complete the test which will cover the following subject areas:

<u>Subject Areas</u>	<u>Number of Questions by Job Title</u>		
	<u>Fiscal Assistant Unemployment Compensation Tax Technician Trainee</u>	<u>Fiscal Technician Corporation Tax Account Technician</u>	<u>Fiscal Technician- Supervisory</u>
Financial Arithmetic	40	40	40
Financial Methods	40	40	40
Basic Accounting Principles and Practices	--	20	20
Supervision	<u>--</u>	<u>--</u>	<u>15</u>
Total	80	100	115

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

The test will also be held 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 you take the test and want to take it again, you may be retested after 6 months from the date of your test. You must submit a new application to be retested.

If your name is on an eligible list for these job titles 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.

This test is different from previous tests for these job titles. If you have taken the test before, you may get a different score on this test.

HOW TO APPLY

Apply online at 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

Online and paper applications both require submission of a copy of your transcripts at the time of application. Unofficial transcripts are acceptable. Enter your name and Social Security Number at the top of the transcripts. Send by e-mail to RA-cs-transcripts@state.pa.us or fax to (717) 787-8650 or mail to the above address.

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: 110 North 8th St., Suite 503, 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 Hearing callers only) (412) 565-2484**

Internet: www.scsc.state.pa.us

2. PA CareerLink offices

3. The Human Resources Offices 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."