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	TEST ANNOUNCEMENT NUMBER: 1995-574 REVISED: March 23, 2001
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Commonwealth of Pennsylvania State Civil Service Commission

Examinations

for

COUNTY SOCIAL SERVICES AIDES

<u>Exam. No.</u>	<u>Job Title</u>	<u>Job Code</u>	<u>Starting Salary</u>
1.	County Social Services Aide 1	L0620	*
2.	County Social Services Aide 2	L0621	*
3.	County Social Services Aide 3	L0622	*

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

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

<u>NATURE OF WORK</u>	<u>JOB REQUIREMENTS</u>
<u>JOB OPPORTUNITIES</u>	<u>TESTING</u>
<u>TEST RESULTS</u>	<u>HOW TO APPLY</u>

NATURE OF WORK

Employees work primarily with children who are abused or neglected, and persons with a

mental disability or who are economically disadvantaged. They provide information on financial aid, home management, training and work programs, housing, mental health services, and other social services required to meet the needs of these clients.

JOB REQUIREMENTS

You may 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.

For some jobs, offers of employment will be made only if you are willing to travel. Travel expenses will be paid.

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

Some of the positions in these job titles come under the provisions of the Child Protective Services Law. If you are a final candidate for one of these positions, you will have to provide reports on your background from such sources as the Pennsylvania State Police and the Pennsylvania Department of Public Welfare. If your background is unacceptable, you will be disqualified for employment in such positions. You will receive information about these requirements and how to obtain the required reports at the time you are being considered for employment.

Minimum Requirements:

County Social Services Aide 1

You must pass the written test.

County Social Services Aide 2

One year as a County Social Services Aide 1; OR two years of experience in public contact work in a human services agency which included one year of experience in interviewing and obtaining information; OR an associate's degree in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

County Social Services Aide 3

One year as a County Social Services Aide 2; OR three years of experience in public contact work in a human services agency which included one year of experience in interviewing and obtaining information; OR an associate's degree in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences, and one year of experience in a human services agency.

County Social Services Aides 2 and 3

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

Positions are located throughout the state in county mental health/mental retardation program offices, children and youth program offices, and city or county housing authority offices. The number of filled positions per job title are as follows: 48, 120 and 76 for County Social Services Aide 1, 2, and 3, respectively.

Approximately 41, 28 and 12 appointments are made each year for eligible lists for County Social Services Aide 1, 2 and 3, respectively.

Opportunities may occur due to normal turnover from retirements, promotions, resignations and so forth.

There are no current positions or expected future job openings in Philadelphia.

Employment preference for positions with county mental health/mental retardation program offices and children and youth program offices may be given to residents of the counties where job openings are located. Employment preference for positions with city or county housing authorities may be given to residents of the cities or counties where job openings are located.

Promotion preference may be given to employees who work in the locations where job openings occur.

For the most recent information on job opportunities contact the personnel office of the county mental health/mental retardation program office, children and youth program office, or the city or county housing authority where you are interested in working. Phone numbers for these offices can be found in your local telephone directory.

TESTING

The 2 hour written test will cover the following subject areas.

<u>Subject Area</u>	<u>Number of Questions</u>		
	<u>CSSA1</u>	<u>CSSA2</u>	<u>CSSA3</u>
Physical Care	20	20	20
Working With People	20	20	20
Case Management	15	15	15
First Aid	10	10	10
Community Resources	--	15	15
General Interviewing Concepts	--	<u>20</u>	<u>20</u>
TOTAL	65	100	100

The test will be given as soon as possible after applications are received. The test will be held in the Harrisburg, Philadelphia and Pittsburgh Civil Service offices, Monday through Friday. To make an appointment for one of these locations, submit your completed paper application to the office where you wish to be tested **or** apply online at <http://www.scsc.state.pa.us>. The test will also be held on selected Saturdays at a variety

of Statewide locations. See the "Test Information" section of your application for details.

If you take the test and want to take it again, you may be retested after six 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 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

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: State Office Building, Rm. 1503, 300 Liberty Ave.,
Pgh., 15222; Telephone (Voice) (412) 565-7666, Text Telephone
(Deaf/Hard-of-Hearing callers only) (412) 565-2484

Internet at <http://www.scsc.state.pa.us>

2. Pennsylvania Job Centers
3. The Personnel 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."

Send comments or questions about this web site to:
[Civil Service Commission Webmaster](#)
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