

**TEST ANNOUNCEMENT 2017-110**  
**ISSUE DATE February 12, 2018**  
**CLOSING DATE February 26, 2018**

**COMMONWEALTH OF PENNSYLVANIA**  
**STATE CIVIL SERVICE COMMISSION**  
**LOCALIZED EXAMINATION ANNOUNCEMENT FOR**  
**COUNTY SOCIAL SERVICES AIDE 2**  
**in the**  
**Tioga County Department of Human Services**  
**(Tioga County)**

<u>Job Title</u>	<u>Job Code</u>	<u>Starting Salary</u>
<b>COUNTY SOCIAL SERVICES AIDE 2</b>	L0621	\$10.36/hr.

<b><u>VETERANS</u></b>	<p>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 <a href="#">Veterans</a>; visit one of our offices; or contact us at <a href="mailto:ra-cs-vetpreference@pa.gov">ra-cs-vetpreference@pa.gov</a>.</p>																	
<b>Job Locations</b>	<ul style="list-style-type: none"> <li>The Tioga County Department of Human Services is looking to fill three vacancies.</li> <li>You must indicate on your application that you will accept employment in Tioga County.</li> </ul>																	
<b>Type of Work</b>	<ul style="list-style-type: none"> <li>Full-time employment.</li> </ul>																	
<b>Job Duties</b>	<ul style="list-style-type: none"> <li>Assist the Case Managers in providing services to families whose members are receiving mental health, mental retardation, drug and alcohol and/or child welfare services.</li> <li>Assist in the maintenance of the case record.</li> <li>Assist families/clients in completing necessary paperwork to access services.</li> <li>Collect and report the statistical data concerning individuals/families on assigned cases.</li> <li>Transport and supervise visits with children in out of home placements with their parents.</li> </ul>																	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Must meet <a href="#">PA residency requirement</a>.</li> <li>Click on the job title and job code below and scroll to the bottom of the job specification to view the Minimum Experience and Training Requirements:  <p align="center">County Social Services Aide 2</p> </li> <li>You will be tested <b>after</b> your qualifications are reviewed.</li> </ul>																	
<b>Examination Information</b>	<ul style="list-style-type: none"> <li>You will have a maximum of 2 hours to complete the test.</li> <li>You may take the test once under this announcement.</li> <li>Written notice of test results provided.</li> </ul>	<table border="0"> <tr> <td><u>Test Subject areas:</u></td> <td align="right"><u># of questions</u></td> </tr> <tr> <td>Physical Care</td> <td align="right">20</td> </tr> <tr> <td>Working With People</td> <td align="right">20</td> </tr> <tr> <td>Case Management</td> <td align="right">15</td> </tr> <tr> <td>First Aid</td> <td align="right">10</td> </tr> <tr> <td>Community Resources</td> <td align="right">15</td> </tr> <tr> <td>General Interviewing Concepts</td> <td align="right"><u>20</u></td> </tr> <tr> <td>Total Questions</td> <td align="right">100</td> </tr> </table>	<u>Test Subject areas:</u>	<u># of questions</u>	Physical Care	20	Working With People	20	Case Management	15	First Aid	10	Community Resources	15	General Interviewing Concepts	<u>20</u>	Total Questions	100
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<b>How to Apply and Schedule</b>	<ul style="list-style-type: none"> <li>Complete online application by going to <a href="#">Online Services</a> or visiting <a href="http://www.scsc.pa.gov">www.scsc.pa.gov</a>, Job Seekers page.</li> <li>The test will be scheduled as soon as possible after the announcement closes for application and your eligibility has been determined.</li> </ul>																	

<b>Examination Location</b>	<ul style="list-style-type: none"><li>• Test will be held in Lock Haven, Pennsylvania at 8 North Grove Street, Suite H.</li></ul>
<b>Contact for Information</b>	<b>Information or questions regarding these positions, contact:</b> Casey Zuchowski at <a href="mailto:czuchowski@tiogacountypa.us">czuchowski@tiogacountypa.us</a> or by phone at (570) 723-8205.
<b>THE COMMONWEALTH IS AN EQUAL OPPORTUNITY EMPLOYER</b>	