

Temporary Clerical Pool

—Employment Opportunities—

Pennsylvania State Government is recruiting candidates for **Limited Term Clerk Typist** positions with the Commonwealth's clerical pool. Successful candidates enjoy full-time work in a series of temporary assignments in state agencies located in the Harrisburg metropolitan area. Most assignments are 5 days per week/7.5 hours per day, long-term (lasting several months), and with little or no layoffs between assignments. Employees typically end one assignment and begin another the following day.

The hourly wage for Limited Term Clerk Typist is **\$8.95**.

HOW TO APPLY

Applications will be completed in the test room. Applicants must pass a typing test with a minimum speed of 40 words per minute with deductions for errors. Those applicants who pass the typing test must also pass a written test, which is administered on a computer in our test center. Testing will be administered on a first-come, first-served basis.

Testing Date/Time: **June 7, 2012 at 8:15 a.m.** (if you have tested for this job title in the past, you must wait 75 days from the date of your last examination before you can be tested again).

Location: State Civil Service Commission
2nd floor, 320 Market Street (Strawberry Square)
Harrisburg

Following the test, applicants will be asked to complete pre-employment paperwork that will take approximately 45-60 minutes. The following information will be required:

- Names, addresses, and approximate dates of your last two employers
- One personal reference
- A current valid photo ID (Drivers License, etc.) with a signature
- A Social Security Card, Birth Certificate, Passport, or Green Card

Applicants who require testing accommodations due to a disability or who need further information may call (717) 783-3058.

Pennsylvania is an equal opportunity employer supporting workforce diversity.