PA CAREERLINK LACKAWANNA COUNTY

CIVIL & NON-CIVIL SERVICE GUIDE

Information and instructions about applying for state employment
General Information

The State Civil Service Commission (SCSC) has made new improvements to the civil service application and hiring process. Civil service and non-civil service job postings will move to the Commonwealth's state employment website at www.employment.pa.gov. On this site, job seekers can view and apply for all current civil service and non-civil service employment opportunities.

Some civil service positions will require applicants to take a written examination at a testing center. Those tests will be scheduled online at www.scsc.pa.gov, and you will be directed there upon completion of your application. However, certain positions allow job seekers to complete an online questionnaire as part of the application, and receive an examination score based on those answers.

The SCSC Scranton Testing Center is inside PA CareerLink® Lackawanna County located at 135 Franklin Ave Scranton, PA 18503. Civil service testing is offered here on Tuesdays, Wednesdays, and every other Saturday. Walk-in testing is available on these days on a first-come, first-serve basis. Please call ahead to ensure testing is occurring at (570) 963-4671.

Please Note: If you have any questions regarding testing or scheduling, please contact the State Civil Service Commission at (717) 787-2935.
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Step 1: Visit www.employment.pa.gov and click the "Open Jobs" tile.

Step 2: If you wish to receive e-mail job alerts click "Subscribe to Job Alerts." If not, click on "Continue to Open Jobs" to view available job postings.
Step 3: Once on the Home Page, click on the job title for the posting you’d like to apply for.

***Once you click on the job title, a window will pop up on the right-hand side of your screen. This window contains the job description and important information about how to apply for the job.
Step 4: Read the job description to make sure you are applying to the correct job posting.

A.)

THE POSITION
This position, in the Bureau of Health Statistics and Registries, Division of Statistical Registries, supports the bureau's mission of managing statewide registries for vital events through its responsibility for supervising the activities related to amending birth registry case records as well as developing policies and procedures, creating performance metrics, leading process improvement and continuous quality improvement efforts, and liaising with the birth registry field program to influence outreach and education efforts.

IMPORTANT: YOU MUST APPLY TO THIS VACANCY POSTING, MEET ELIGIBILITY REQUIREMENTS, COMPLETE THE SUPPLEMENTAL QUESTIONS AND RECEIVE A SCORE. YOUR SCORE IS ONLY VALID FOR THIS SPECIFIC VACANCY. ONCE THIS POSITION IS FILLED, YOUR SCORE IS NO LONGER VALID.

***This notification- found within the job description- means you should apply to this job posting, and you will NOT have to take a civil service test at a testing center. You will complete a questionnaire as part of the application and receive a score based on your answers.***

B.) In order to be eligible for this position you must:

- Have successfully examined and have a current score on file for this job title with the State Civil Service Commission. If you have not already done so, you must first apply to the exam posting and follow the directions provided. Link to CIVIL ENGINEER TRAINEE EXAM POSTING

***This notification- located within the job description- means you are not applying to the correct job posting UNLESS you have already taken a civil service exam at a testing center and have received a score. If you have not taken the exam for this posting, you should follow the provided link within the job description to apply to the Exam Posting.***
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**Step 5:** Click the "Apply" button in the top right-hand corner of the screen.

**Step 6:** If you already have an account, sign in using your username and password. If you do not have an account, click on "Create an account."

***To create a new account, enter your e-mail address. Then, create a unique username. Lastly, create a password that is at least 8 charters long, and includes both upper and lowercase letters, numbers, and a symbol (!, @, #, $, etc.).***
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Step 7: Complete the entire application by filling out all required information in every section of the application.

Step 8: Once you've reached the "Review" Section of the application, review all of the information for errors and then click "Proceed to Certify and Submit" at the bottom of the page.

Step 9: Click on "Accept and Submit" at the bottom of the page.
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Step 10: If you applied to a job posting with an online questionnaire, you have completed the application process. If you are applying to an exam posting, you will receive an e-mail directing you to www.scsc.pa.gov to schedule your civil service exam at a testing center.

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