

MARTINA CHWASTIAK
Human Resource Director
Risk Manager
mchwastiak@co.schuylkill.pa.us
(570) 628-1232



HEATHER R. GARRITY
Payroll Administrator
Assistant Risk Manager
hgarrity@co.schuylkill.pa.us
(570) 628-1214

OFFICE OF HUMAN RESOURCES

SCHUYLKILL COUNTY COURTHOUSE
401 N. 2ND STREET
POTTSVILLE PA 17901-2528
Phone – 570-628-1216 Fax – 570-628-1109

ANGEL BURNHAM-MITCHEL
Benefit Administrator
aburnham@co.schuylkill.pa.us
(570) 628-1217

PAULA MOUCHERON
Administrative Assistant
pmoucheron@co.schuylkill.pa.us
(570) 628-1216

INTERNAL JOB POSTING NOTICE

Department: Schuylkill County Children & Youth
Posting Date: November 22, 2016
Closing Date: December 2, 2016
Job Code/Title: L0315/Fiscal Officer 1
Position #: 0001
Location: 324 North Centre St., Pottsville, PA
Pay Rate: Pay Range 6 6 \$29,944-58,341/yr.
Work Hours: 37.5 hrs/week - 8:30 a.m.- 4:30 p.m. M-F
Type of Employment: Full Time/Permanent, Exempt Civil Service Employment
Union: None
Duties: See Attached Job Description

This position is not subject to the seniority provisions of a collective bargaining agreement.

RECRUITMENT METHODS: Applicants must meet one (or more) of the following method(s) to be considered for this vacancy:

- Civil Service List
- Promotion without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATES:

1. Must meet the minimum experience and training (MET's) required for the job. The MET's for this position are:
 - Two years as a Fiscal Technician and six college credits in accounting; or

- One year of accounting and/or budgetary experience and a business-related bachelor's degree that includes six college credits in accounting; or
 - Three years of accounting and/or budgetary experience and a business-related associate's degree that includes six college credits in accounting; or
 - Five years of bookkeeping experience and six college credits in accounting; or
 - An equivalent combination of experience and training that includes or is supplemented by six college credits in accounting
2. State Civil Service Commission Approved Additional Special Requirements: None
 3. Pennsylvania residency is required.
 4. Must be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have or have had regular civil service status in the following classification:
 - Fiscal Technician
 - Applications will be reviewed to determine if employees previously held regular status or currently hold regular status in a class for which there is a logical occupational, functional, or career development relationship to the posted position, or if there is clear linkage between the required knowledge, skills, and abilities of the previously or currently held class with those needed for the posted position.

SELECTION CRITERIA

1. Meet the minimum experience and training required for this job
2. Meritorious service; defined as (a) the absence of any discipline above the level of a written reprimand during the 12 months preceding the closing date of the posting, and the last due overall regular or probationary performance evaluation was higher than “unsatisfactory” or “fails to meet standards”.
3. Seniority, defined as: a minimum of one year in the next lower class(es) by the closing date of the posting.

APPLICATION INSTRUCTIONS

A letter of interest and resume must be mailed and postmarked on or before December 2, 2016. Late applications will not be accepted. Interested applicants should send a letter of interest and resume to:

Lisa M. Stevens, Executive Director
Schuylkill County Children & Youth Services
410 North Centre Street
Pottsville, PA 17901
(570) 628-1050

CLOSING DATE: December 2, 2016 – 4:30 p.m.

Schuylkill County is an Equal Opportunity and Affirmative Action Employer.