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OFFICE OF HUMAN RESOURCES

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COUNTY OF SCHUYLKILL

INTERNAL JOB POSTING NOTICE

DEPARTMENT: Office of Senior Services
POSTING DATE: November 22, 2016
CLOSING DATE: December 5, 2016
JOB TITLE: Aging Case Aide II
CLASS CODE: L0609
LOCATION: Human Services Complex
PAY RATE: \$12.86/hr.
HOURS OF WORK: 8:30 a.m. to 4:30 p.m. M-F 37.5 hrs/wk
TYPE EMPLOYMENT: Full-time Non-exempt Civil Service
UNION: AFSCME
DUTIES: See Attached Job Description

ELIGIBILITY:

This position is subject to the seniority provisions of a collective bargaining agreement. Applicants interested in this position must:

1. Be reachable on the Civil Service list of Certified Eligibles for the class title which is issued by the Civil Service Commission; OR
2. Be eligible for a lateral transfer (currently be a Civil Service employee in the announced classification); OR
3. Be eligible for voluntary demotion; OR
4. Be in a different class with the same pay range; OR
5. Be eligible for reinstatement, based on prior service, to an equal or lower-level classification;
6. Be a resident of Pennsylvania, AND

7. Be eligible for promotion without examination. Applicants must meet the following criteria for promotion without examination:
 - a. Have or have had regular civil service status in the next lower class. The following are considered next lower class: Aging Case Aide 1, Clerk Typist 2
 - b. Meet the Agency's criteria for Meritorious Service and Seniority which are:

Meritorious Service will be defined as:

 - (1) The absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and
 - (2) The last due overall regular or probationary performance evaluation was higher than "unsatisfactory" or "fails to meet standards".

Seniority will be defined as a minimum of one year in the next lower class(es) by the closing date of the posting.
8. Applicants must meet the minimum experience and training requirements which are: One year as an Aging Case Aide 1; or Two years of public contact work, including one year in a human services program; or any equivalent combination of experience and training.

HOW TO APPLY:

Interested applicants are to forward a written letter of intent and a resume to the Deputy Administrator. Any applicant needing to obtain additional information on this position can contact the Deputy Administrator. The last day for this posting is: **December 5, 2016.**

DeAnna Orlowsky, Deputy Administrator
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