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OFFICE OF HUMAN RESOURCES

SCHUYLKILL COUNTY COURTHOUSE
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INTERNAL JOB POSTING NOTICE

Department: Schuylkill County Children & Youth
Posting Date: November 22, 2016
Closing Date: December 2, 2016
Job Code/Title: L0626/County Casework Supervisor
Position #: 0011
Location: 324 North Centre St., Pottsville, PA
Pay Rate: Pay Range 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 of professional experience in public or private social work and a bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, criminal justice, or

- Other related social sciences; or any equivalent combination of experience and education which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences
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:
 - County Caseworker 2

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.