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OFFICE OF HUMAN RESOURCES

SCHUYLKILL COUNTY COURTHOUSE
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INTERNAL JOB POSTING NOTICE

Department:	Schuylkill County Office of Senior Services
Posting Date:	November 22, 2016
Closing Date:	December 5, 2016
Job Title:	Fiscal Assistant
Class Code:	L0360
Location:	Human Services Complex – OSS, 110 East Laurel Blvd., Pottsville PA
Pay Rate:	\$12.86/ per hour
Work Hours:	8:30 a.m. to 4:30 p.m. M-F 37.5 hrs/wk
Type of 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 is considered the next lower class: 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. All applicants must meet the minimum experience and training requirements which are:

Two years of experience performing bookkeeping or clerical accounting work; or an associate degree in accounting or business administration including or supplemented by six credits in accounting; or any equivalent combination of experience and training.

HOW TO APPLY:

Interested applicants are to forward a letter of intent and a resume to:

DeAnna Orlowsky, Deputy Administrator
Schuylkill County Office of Senior Services
110 E. Laurel Boulevard
Pottsville, PA 17901
(570) 622-3103 or (800) 832-3313
dorlowsky@co.schuylkill.pa.us