



McKean County Children and Youth Services

McKean County is seeking a motivated and dependable individual to fill a vacancy as a Clerk Typist in our Children and Youth Services Department.

The successful applicant will perform general office duties including, but not limited to answering/directing phone calls, typing, filing, preparing reports, and other duties as assigned by the Clerical Supervisor. This position requires a working knowledge of general office equipment including a copier, fax, and computer. The Clerk Typist will have the opportunity to work in a team-based environment with other Human Services employees. This person will direct all incoming persons to the facility in a positive customer service manner. This is a great opportunity to assist in making a difference in the lives of children and families across the County.

Those who are interested should register and apply on the new Civil Service recruiting website at www.employment.pa.gov . Only applicants who pass the Civil Service exam will be considered for the position.

Are you looking for an exciting career in Local Government?

McKean County Children and Youth Services ****NOW RECRUITING APPLICANTS FOR THE CIVIL SERVICE EXAM! ****

If you are interested in a career with Children and Youth Services, please come to an informational session on how to apply for civil service employment!

Tuesday, March 25, 2014

10:30am-1:00pm

University of Pittsburgh Bradford's Job Fair

300 Campus Drive, Commons Building

Bradford, PA 16701

Thursday, March 27, 2014

9:00am to 12:00 pm

McKean County Court House

500 West Main Street

Smethport, PA 16749

Thursday, March 27, 2014

1:00 pm to 4:00 pm

Pennsylvania CareerLink-McKean County

40 Davis Street

Bradford, PA 16701

Job Seekers interested in working with families to help them maintain safe and stable homes for children should be:

- Well-rounded, patient, and accepting.
- Able to handle diverse work involving safety assessments, home visits, goal planning, and team meetings.
- Flexible and willing to provide a positive influence on families.

Potential job opportunities include:

- County Social Services Aide
- County Caseworkers
- County Casework Supervisor

Qualifications for positions vary. Information on qualifications, job requirements, and application and testing procedures will be available.

Please bring your current resume. No appointment necessary. EOE

McKean County Children and Youth Services Informational Session for Job Seekers

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