

Department:	Beaver County
Organization:	Children & Youth Services
Job Code/Title:	L0032/ Clerk Typist 3
Position Number:	80004095/ 32004
County:	Beaver
Headquarters City/Address: (Work Location)	1080 8 th Ave. Fl. 3 Beaver Falls, PA 15010
Type of Job:	Civil Service
Union:	SEIU
Seniority Position:	No
Type Position:	Permanent/Full Time
Telework:	You will not have the option to telework in this position
Salary Range:	\$30,225yr \$15.50/hr
Pay Range & Step:	4-1
Posting Length:	14 days
Posting Dates:	08/18/2026-8/31/2026
Contact Name / E-mail / Phone Number:	Eileen Priddy eprippy@BCCYS.org 724-891-5803
Additional Information:	Work Hours 8:00 – 4:30 Monday through Friday. Hiring preference for this vacancy will be given to candidates who live within Beaver County. If no eligible candidates who live within Beaver County apply for this position, candidates who reside in other counties may be considered.
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	8/31/2026

RECRUITMENT METHOD(S):

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

- Promotion Without Exam
- Reassignment (Only current civil service employees in the same agency who hold the same or similar job title, with the same maximum salary and comparable minimum qualifications, will qualify for reassignment.)
- Voluntary Demotion
- Transfer (Only current civil service employees who hold the same job title will qualify for transfer to another agency.)
- Reinstatement (Former civil service employees may only be reinstated to the job title from which they resigned. Current civil service employees are not eligible through reinstatement.)

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:
Six months as a Clerk Typist 2, and educational development to the level of completion of high school;
Or One year of progressively complex clerical typing experience and completion of high school;
Or Six months of moderately complex clerical typing work and completion of a post high school business curriculum;
Or Any equivalent experience and/or training which provided the required knowledges, skills, and abilities.

2. Approved Additional Special Requirements: None

3. Pennsylvania residency is not waived.

4. You must be eligible for selection in accordance with merit system employment regulations.

If you are deemed ineligible for this position based on not meeting the minimum experience and training requirements or selective criteria (if applicable), you have the right to request a reconsideration of this determination. You must submit your request to ra-oareconsideration@pa.gov within 5 business days from the date of your ineligibility notice, and you must indicate the position for which you are requesting reconsideration. Please note that only information initially provided on the application will be re-reviewed. New information that was not included on the application will not be considered.

SELECTION CRITERIA

1. Meet the minimum experience and training required for the job.

2. For promotion without exam, meritorious service is defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last regular or probationary performance evaluation showing an overall rating of satisfactory or higher.

3. For reassignment or transfer, you must have

- The absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting.
- The last regular or probationary performance evaluation showing an overall rating of satisfactory or higher.

4. Seniority is defined as a minimum of one (1) year(s) in the next lower class(es) by the posting closing date with no break in service.

APPLICATION INSTRUCTIONS

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.

6. Additional information may be obtained by calling: 724-891-5803

HOW TO APPLY – ALL CANDIDATES:

The following materials must be submitted with your application by the posting closing date. Late applications and other materials will not be accepted.

1. Completed Employment/Promotion Application, Form OA-TA-1. The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations due to a disability, please discuss your request for accommodations with the interviewer well in advance of your interview date.

If interested in applying, please send applications to:

Attention: Toni Whiteleather
Beaver County C&Y
1080 8th Ave. fl. 3
Beaver Falls, PA 15010

BEAVER COUNTY IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.