Newest civil service position in Alcohol Education - Alcohol Education Specialist Trainee. This position has been created to allow individuals who do not meet the minimum entrance requirements of the AE Specialist positions an opportunity to take the civil service test for this entry level position. Our hope is that it will also provide us with a larger pool of qualified candidates to select from when filling a position. This position is a pay range 5 and then following a successful probationary period and one year’s experience, the employee would be promoted to an AL Ed Specialist, pay range 6. The announcement for this position is listed on the Civil Service website under Education and Museum (link provided below).

Shortcut to:
http://www.scsc.state.pa.us/scsc/cwp/view.asp?a=392&q=128593&scscNav_GID=1093&scscNav=|6121|

TEST ANNOUNCEMENT
NUMBER 2008-136
ISSUED APRIL 23, 2008
Commonwealth of Pennsylvania State Civil Service Commission
Examination for
ALCOHOL EDUCATION SPECIALIST TRAINEE

Exam No1.: Alcohol Education
Job Title: Specialist Trainee
JobCode: 05729
Pay Schedule and Range: S5
Starting Salary as of 7/1/08: $30,807-$31,726

If you successfully complete the 1 year training period, you will be promoted to Alcohol Education Specialist with an increase in salary.

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY DECEMBER 17, 2008 AFTER WHICH THIS ANNOUNCEMENT WILL BE SUSPENDED.

NATURE OF WORK
This is a trainee entry-level job in the field of Alcohol Education and Prevention Services within the Pennsylvania Liquor Control Board. You will participate in on-the-job and classroom training designed to develop your knowledge and abilities in the development, coordination, and implementation of alcohol education and prevention services. You will assist Alcohol Education Specialists in the planning, development, and implementation of programs designed to educate and prevent alcohol-related problems, including underage drinking, high-risk college drinking, impaired driving, and other alcohol-related problems. Your work will be supervised by an Alcohol Education Specialist Supervisor.

JOB REQUIREMENTS
You will be tested before your qualifications are reviewed. Your test results will count only if you meet all job requirements. If after reading the requirements you are not sure you qualify, contact one of the Commission’s offices listed at the end of this announcement.

You must be a Pennsylvania resident of good moral character and able to perform the essential functions of the job.

Minimum Requirements
A bachelor’s degree; OR an equivalent combination of experience and training.

Clarification of Requirements
You may substitute appropriate experience for the required education. Unrelated experience or education will not be accepted.

You may take the test if you have completed 90 or more credit hours and expect to receive a bachelor’s degree within the next 7 months. You must provide proof of your degree before you start work.

JOB OPPORTUNITIES
EQUAL OPPORTUNITY EMPLOYER
All positions are located within the Pennsylvania Liquor Control Board in Harrisburg (Dauphin County), Pittsburgh (Allegheny County) and Philadelphia (Philadelphia County). There are currently 3 vacancies in Harrisburg. The Board anticipates 3 more vacancies over the next 12 months, 1 each in Harrisburg, Pittsburgh, and Philadelphia. Additional opportunities may occur due to normal turnover from retirements, promotions, transfers, resignations and so forth.
For the most recent information on job opportunities contact:
Pennsylvania Liquor Control Board
TESTING
The test will be administered on a computer. Information about computerized testing is available online at www.scsc.state.pa.us OR in paper form at any State Civil Service Commission Office. You will have a maximum of 2 hours to complete the test.

The test will cover the following subject areas:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Number of Questions</th>
</tr>
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<tbody>
<tr>
<td>Written Communication</td>
<td>30</td>
</tr>
<tr>
<td>Interpersonal Relations</td>
<td>30</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>30</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</tbody>
</table>

The test will be administered in the Harrisburg, Philadelphia and Pittsburgh Civil Service Commission Offices, Monday through Friday.

The test will also be held approximately 10 days a month at additional test centers located in Allentown, Erie, Johnstown, Lock Haven, and Scranton. For further details on test dates, contact the Commission’s Information Services Unit; Telephone (Voice) (717) 787-7811, Text Telephone (Deaf/Hard-of-Hearing callers only) (717) 783-8896.

You may take the test once under this announcement. You may not reapply until another examination is announced.

If this announcement does not produce enough names for a specific area, another test may be announced for that area only.

TEST RESULTS
Employment and promotion lists will be established. You will be notified in writing of your test results.

HOW TO APPLY
Apply online at www.scsc.state.pa.us or submit your completed paper application to:
State Civil Service Commission
(ATTN: Applications)
P.O. Box 569
Harrisburg, PA 17108-0569

Applications and further information can be obtained from:
1. State Civil Service Commission:
   - **Harrisburg**: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (Voice) (717) 783-3058, Text Telephone (Deaf/Hard-of-Hearing callers only) (717) 772-2685
   - **Philadelphia**: 2nd Floor, 10 South 11th St., Phila., 19107; Telephone (Voice) (215) 560-2253, Text Telephone (Deaf/Hard-of-Hearing callers only) (215) 560-4367
   - **Pittsburgh**: State Office Building, Rm. 1503, 300 Liberty Ave., Pgh., 15222; Telephone (Voice) (412) 565-7666, Text Telephone (Deaf/Hard-of-Hearing callers only) (412) 565-2484
   - Internet: www.scsc.state.pa.us

2. PA CareerLink offices

3. The Human Resources Office listed under the "JOB OPPORTUNITIES" section of this announcement

For further information on testing, assistance for persons with disabilities, veterans’ preference and other items, refer to the instructions provided with the "Application for Employment/Promotion."