



# **Commonwealth of PA Job Opportunities**

Find your passion for public service!

#### **HOW TO APPLY**

# Visit us at <u>www.pa.gov/agencies/employment</u>





Click on Search Jobs, which will take you to the Opportunities for All Job Seekers page.

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#### Search open jobs using the search, sort, and filter options.

Search	Q			478 jobs f	≣≣ ↓≣ Sort - ▼ Filter -		
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*Liquor Enforcement Officer Trainee - 4015 Selection Cycle New	Non-Civil Service Permanent Full-time	Multi- County, PA	Pennsylvania State Police	01/01/25	04/30/25	\$1,627.20 - \$1,953.60 Biweekly	Law Enforcement / Investigative
*State Police Cadet - 6024 Selection Cycle New	Non-Civil Service Permanent Full-time	Multi- County, PA	Pennsylvania State Police	01/01/25	03/31/25	\$1,627.20 Biweekly	Law Enforcement / Investigative
<u>-PennDOT Winter</u> Maintenance Program	Various Types	Multi- County, PA	Department of Transportation	07/08/24	03/31/25	See Position Description	Trades / Transportation / Drivers / Automotive / Office and Administrative



#### **View Job Postings**

Click on a job title to view the position's description of work, minimum experience and training requirements, and other job-related information.



#### THE POSITION

Do you have an interest in working with multiple hardware and software technologies and thrive in a fastpaced environment? If so, this position may be the fit for you! This Information Technology (IT) Generalist 1 position within the Enterprise Technology Services Office works with a team of IT professionals in supporting over 1000 employees within the Driver and Vehicle Services Deputate. Apply today and help us help them support all people in Pennsylvania with their driver licensing and motor vehicle needs!

DESCRIPTION OF WORK

In this position, you will provide a variety of support and systems enhancement activities for end users at PenDOT's River Front Office Center, 75 driver license centers, and other various remote offices. Our team will provide you with extensive training in PennDOT's Driver & Vehicle Services hardware and software during your six-month probationary period as well as rely on your current IT knowledge and experience to assist users in our daily support functions. Work involves the installation, configuration, and support for a variety of hardware including PC's, monitors, printers, scanners, networks, telephones, mobile devices, and more.

Your duties will also include user administration for various systems, both state and federal, in addition to supporting multiple internal systems that interface with the users' desktop hardware. Support is provided via telephone, email, in person, and remote sessions. Do not miss this excellent opportunity to utilize and build upon your current IT knowledge and experience while supporting a team that enhances, connects, and adds value to all our communities across the state!

Interested in learning more? Additional details regarding this position can be found in the <u>position</u> <u>description</u>.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY

#### Minimum Experience and Training Requirements:

- One year as an Information Technology Trainee or Information Technology Technician; or
- One year of information technology experience in applications development or applications maintenance, networking or desktop services, web site development or web site design, or other information technology support/administration services, and an associate's degree in any information technology field; or
- Three years of information technology experience in applications development or applications maintenance, networking or desktop services, web site development or web site design, or other information technology support/administration services; or
- An equivalent combination of experience and training.

# **Create an Account and Apply**

orest Tec	hnician			
Salary	\$47,883.00 - \$72,189.00 Annually	Location (i)	Clearfield County, PA	
Job Type	Civil Service Permanent Full-Time	Job Number	CS-2025-16058-54140	
Department	Game Commission	Division	GC Forst Mgmt	
	Click the "APPLY" butto the posting. If you alr	on at the top eady have ar c. click "Creat	of n	Username or Email Password

#### **Create a New Account**

Enter your email address, followed by a username and password of your choice. Click "Create."

NOTE: The password you create must be at least 12 characters in length and contain upper- and lower-case letters, numbers, and symbols.

Create a new account	<u>Sign In</u>
All fields are required	
Email	
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Password	
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Create	



### **Import Your Resume**

Résumé	Import Your Résumé	
	Save time by importing your information into our system automatically	After setting up your username and password, you have the option to upload your resume. For now, please click "Skip this step." You will be able to include a resume in the attachments section of the application, if you choose to do so.
	To manually fill in your Information, you can Skip this step	



## Application

General Information i Info The next screen will allow Work Once you have entered and Fields marked with an asterisk (\*) are required **Contact Information** Education you to enter general saved all of your information, Name ··· Additional information about click the Next button at the First Middle Last References yourself. bottom of the screen. Former Last @ Attachments @ Questions Make sure you click the Address Review Country \* Next Save button after entering Select or type Country name \$ Certify Address Line 1\* information in each Address Line 2 section. City \* Save State/Province \* Zip/Postal Code \* Select or type State/Province name \$



### **Application Continued**

You will be prompted to navigate through each section of the application, including Work, Education, Additional, References, Attachments, and Questions. After completing these sections, you will be given the opportunity to review your application and ensure the information you provided is complete and accurate. You can edit any section by clicking the Edit icon.





# **Application Submission**

Click the "Proceed to Certify and Submit" button after reviewing your application.

Proceed to Certify and Submit

Read the information on the certify page carefully before clicking the "Accept & Submit" button at the bottom of the page.

Accept & Submit

Your application has been successfully submitted once you receive the following:





