

**DEPARTMENT OF CORRECTIONS
NON-CIVIL SERVICE JOB TITLES**

JOB TITLE	HIGH SCHOOL	ASSOCIATE DEGREE	BACHELOR DEGREE	MASTER DEGREE	EXPERIENCE	EQUIVALENCY	OTHER RELEVANT INFORMATION
Accounting Assistant					2 Years	Yes	2 years of experience performing bookkeeping or clerical accounting work.
Chaplain					None	None	Official sanction by the appropriate faith group to practice as a religious leader required.
Clerk 1					None	Yes	All applicants qualify.
Clerk 2					6 months	Yes	6 months of clerical experience.
Clerk Stenographer 1					None	Yes	Must pass written and performance test. (Dictation-80 words per minute)
Clerk Stenographer 2					None	Yes	Must pass written and performance test. (Dictation-80 words per minute)
Clerk Typist 1					None	Yes	Must pass written and performance test. (Type-40 words per minute)
Clerk Typist 2					None	Yes	Must pass written and performance test. (Type-40 words per minute)
Corrections Canteen Clerk	X				1 Year	Yes	1 year of experience in retail sales work; or any equivalent combination of experience and training.
Corrections Community Center Monitor					None	Yes	No experience needed.
Corrections Equipment Operator					2 Years	None	Necessary Special Requirement: Possession of a valid Pennsylvania Commercial Driver's License supplemented by the endorsements required by law for operation of equipment used by the Department of Corrections and 2 years of experience in the operation of tractor-trailer trucks.
Corrections Food Service Instructor					2 Years	Yes	2 years of experience in food preparation in an institutional setting.
Corrections Food Service Supervisor					3 Years	Yes	Experience must include 1 year of lead work or supervision.
Corrections Health Care Administrator			X		6 Years	Yes	3 years of supervisory or administrative experience required in a hospital or infirmary.
Corrections Institutional Safety Manager		X			4 Years	Yes	4 years of institutional safety work, including 2 years of fire prevention and fire fighting work, and completion of 2 years of college; or 2 years of institutional fire and safety work, and a Bachelor's Degree.
Corrections Janitorial Work Foreman	X				3 Years	Yes	Experience must include 1 year of lead work.
Corrections Labor Foreman					4 Years	Yes	Experience must include 2 years as lead worker and some experience in operation of automotive and related equipment.
Corrections Laundry Foreman	X				3 Years	Yes	3 years of experience in the input, process, and output phases of a commercial or facility laundry and high school graduation.

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NON-CIVIL SERVICE JOB TITLES (Continued)**

JOB TITLE	HIGH SCHOOL	ASSOCIATE DEGREE	BACHELOR DEGREE	MASTER DEGREE	EXPERIENCE	EQUIVALENCY	OTHER RELEVANT INFORMATION
Corrections Locksmith					2 Years	Yes	2 years of experience in the locksmith trade; or any equivalent combination of experience and training.
Corrections Mail Inspector					2 Years	Yes	2 years of clerical experience.
Corrections Mail Inspector Supervisor					3 Years	Yes	3 years of clerical experience.
Corrections Maintenance Repairman 2	10th Grade				4 Years	Yes	Experience must include at least 2 of the building, electrical, or mechanical trades.
Corrections Plant Mechanic	X				1 Year	Yes	Skilled mechanical repair work involving heavy machinery preferred.
Corrections Community Center Monitor					None	Yes	No experience needed.
Corrections Stock Clerk					None	Yes	No experience needed.
Corrections Utility Plant Operator					3 Years	Yes	3 years of skilled mechanical work in the operation of boilers and auxiliary equipment in a steam or hot water generating and/or in a steam and electric generating plant.
Corrections Utility Plant Supervisor					5 Years	Yes	5 years of experience in the operation, maintenance, and repair of a steam generating plant, or steam and electric generating plant, including 2 years of lead work experience.
Dental Assistant	X				1 Year	Yes	1 year of experience in a dental office or clinic. An employee performing x-ray procedures will be required to take and pass the PA Auxiliary Radiological Procedures Exam, as required by PA State Board of Dentistry.
Facility Chaplaincy Program Director				X	1 Year	No	1 year of pastoral experience in an institutional setting; or 1 year of formal chaplaincy training, and a Master's Degree in Divinity, Theology, or Pastoral Counseling.
Laundry Manager	X				4 Years	Yes	4 years of experience in the input, process, and output phases of laundry operation, including 1 year in a supervisory capacity.
Legal Assistant	X				3 Years	Yes	3 years of responsible clerical, enforcement, or investigative work.
Messenger					None	None	All applicants qualify.
Nurse Aide	X				1 Year	Yes	Necessary Special Requirement: Must be registered and certified by the PA Department of Health as having met the competency requirements for performing nurse aide work.
Paralegal	X	X			4 Years	Yes	4 years of experience as a Legal Assistant 2; or certified as a Paralegal.
Purchasing Agent 1					3 Years	Yes	3 years of purchasing work involving contact with vendors in the procurement of a variety of supplies, materials, equipment, and services.
Warehouse Superintendent	X				3 Years	Yes	3 years of experience in receiving, storing, and issuing a large variety of stores and the keeping of control records.