Civilian Employment

Gaining civilian employment with the PA Department of Corrections and PA Board of Probation and Parole is different from gaining employment with a private organization/company. Job titles are designated either Non-Civil Service or Civil Service.

Non-Civil Service Positions with Corrections & Probation and Parole include a variety of opportunities such as clerical, corrections criminal investigator, food service instructor and many more.

The hiring process for Non-Civil Service positions requires interested applicants to view job postings and apply on-line through the commonwealth's employment website at www.employment.pa.gov. Select the "Open Jobs" homepage tile and on the following page, click the job title of the position to view the job posting. To apply "Apply" in the top right corner of the page. Your application will only be considered for the specific job posting you apply for.

Civil Service Positions with the Department of Corrections and PA Board of Probation and Parole include job titles in the fields of information technology, human resource analyst, budget analyst, telecommunications specialist, parole communications operators, social workers, teachers, radio telecommunications specialist and more.

The hiring process for Civil Service positions requires applicants who meet the minimum experience and training of the position to go to www.employment.pa.gov to apply for the position and complete supplemental questions based on experience and training. Once the application and the supplemental questions are completed, choose submit. The application is forwarded to the State Civil Service Commission for evaluation. Applicants who have been successfully tested/evaluated are referred to the Department of Corrections or Probation and Parole for an interview in filling vacant Civil Service positions.

There are a number of civil service positions that will require an applicant to schedule for an exam at the nearest Civil Service Testing Office, such as Corrections Officer Trainee and Parole Agent 1. To schedule an exam go to www.employment.pa.gov. Select the "Open Jobs" homepage tile and on the following page, click the job title (i.e. Corrections Officer Trainee (exam)) of the position to begin the process of scheduling for the exam. In approximately two weeks a score will be sent to the email address used when scheduling for the exam, once the score is received, go onto www.employment.pa.gov and begin to apply for the position.