



Behavioral Health & Developmental Services
Administrative Office
for
Columbia, Montour, Snyder and Union Counties

APPLYING FOR
COUNTY CASEWORKER 1 / COUNTY CASEWORKER 2
CLERK TYPIST 1 / CLERK TYPIST II
POSITIONS w/ CMSU:

CMSU Behavioral Health/Developmental Services hires and employs County Caseworker 1 and County Caseworker 2 via the Pennsylvania Civil Service.

CMSU Behavioral Health/Developmental Services hires Clerk Typist 1 and Clerk Typist 2, as clerical staff, via the Pennsylvania Civil Service.

To verify if you are qualified for any civil service position, please see the various job qualifications at the Pennsylvania Civil Service website:

<https://www.scsc.pa.gov>

Under “Job Seekers”, click on “[Career Paths](#)”.

A new screen will open.

Click on “[Clerical](#)” or “[Social Services](#)”.

A new screen will open providing further information regarding the position(s) you may be interested in applying for.

Both Civil Service Clerk Typist and County Caseworker positions require prior civil service testing to become eligible to apply for the position(s).

To obtain information regarding scheduling testing times/sites, please click on “[Open Jobs](#)” and click on “***COUNTY CASEWORKER 2-LOCAL GOVERNMENT (EXAM)***” or [Test Center Information](#).

Although [Walk-in Testing](#) may be available on scheduled test dates, scheduling a testing time in advance is encouraged.

Once you have completed the testing portion of the application and received your score, you can apply for an open position with CMSU by clicking on the open position which will be posted here:

<https://www.governmentjobs.com/careers/pabureau>

You can narrow the search by typing in the position name in the “search” box at the top or by typing “**Montour**”, as CMSU’s positions, although they cover all four counties (Columbia, Montour, Snyder, Union), are listed under “Montour County” as this is where the Administrative Office is located.

Once you have completed the application process for the open position, CMSU Human Resources will receive your contact information via the Pennsylvania Civil Service Commission.