



County of Chester
The County of Chester is an Equal Opportunity Employer and
Complies with the American with Disabilities Act (ADA)
Open Positions as of February 03, 2012

NEW

Requisition#	981
Title	Benefits Manager
Department	Human Resources
Location	313 W Market Street, West Chester

Description

Direct and administer employee benefit programs (e.g., Life, Health, Dental, Long Term Disability, Flexible Spending Accounts benefits). Write, revise and distribute summary plan descriptions for the self-insured Long Term Disability, Prescription and Flexible Spending Accounts programs. Lead and supervise staff, to include work allocation, training, employee performance reviews, disciplinary actions, interviewing, hiring, attendance, etc. Monitor escrow balances of self-insured accounts. Review contracts and recommend amendments with carriers. Analyze rate renewals and evaluate alternative funding arrangements and plan design, and identify opportunities for savings. Analyze benefits experience for cost-control and risk-assessment factors. Recommend any benefit changes, rate changes, carrier changes and financial arrangements to HR Director. Prepare and communicate information about benefit programs, procedures, changes, and government-mandated disclosures. Administer self-insured worker's compensation program. Review open worker's compensation claims to determine need for surveillance, medical case management, independent medical examination or litigation.

Prefer bachelor's degree in Human Resources, Administration, Finance or related field. Five years of experience in employee compensation and benefits. Three years of employee relations experience. Five years of employee benefits and worker's compensation experience. Five years of experience managing a professional staff. Ability to develop, read and interpret contracts, budgets, audits, and financial reports.

Position Type

Full-Time / Exempt

Salary Information

Salary range available beginning at \$44,595.46 annually based on education and experience.

Shift

8:30 a.m. - 4:30 p.m.

Weekly Hours

35

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: February 3, 2012



County of Chester
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Open Positions as of February 03, 2012

Requisition# 980
Title General Clerk
Department Archives & Record Services
Location West Chester, Government Services Center

Description

The person in this position will prepare records for microfilming or scanning by removing duplicates, clips, and staples and by identifying any misfiled papers. He/she will also reformat microfilm by typing and preparing film jackets. This General Clerk will answer the telephone, handle routine calls, and direct calls to appropriate staff or other departments, as well as greet visitors and direct them to the research room. Requires good verbal communication skills, attention to detail, basic computer skills and good manual dexterity. Customer service experience is preferred.

Position Type

Part-Time / Non-Exempt

Salary Information

Salary range available beginning at \$11.00 per hour based on education and experience.

Shift

Noon-4:00 p.m.

Weekly Hours

20 hours per week.

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: February 2, 2012



County of Chester
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Open Positions as of February 03, 2012

Requisition#	979
Title	District Justice Clerk I
Department	Dist Court 15-4-04 Avondale
Location	Avondale, 3 Moxley Lane

Description

This position provides the District Court with basic level support services utilizing the District Justice Automated System. Work is performed under close supervision of the Office Manager and reviewed for accuracy. Candidate is responsible for case processing following the guidelines established in the AOPC manual. Must possess the ability to understand and follow written and oral instruction. Must have basic computer knowledge, communication skills, clerical abilities and ability to operate standard office equipment. Good organizational skills, ability to prioritize work and interact well with the public by telephone and in person is required.

All positions at the Justice Center or District Courts require a criminal history background check to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process:
<https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Office, 313 W. Market Street, Suite 4302, West Chester, PA, 19380.

Position Type

Full-Time / Non-Exempt

Salary Information

Salary range available beginning at \$26,621.14 annually based on education and experience.

Weekly Hours

35

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: January 27, 2012



County of Chester
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Open Positions as of February 03, 2012

Requisition#	978
Title	Nurse Aide
Department	Pocopson Nursing Care
Location	Pocopson, 1695 Lenape Rd.

Description

This position provides resident's daily needs, such as bathing, dressing, nail care, foot care, routine skin care, oral hygiene, making of beds to insure cleanliness and good hygiene to resident's and neatness of resident's room. Job requirements include lifting, turning and repositioning residents of various weight and differing degree of physical disability.

Position requires Nurse Aide Certification (CNA) in the State of Pennsylvania within 4 months of employment.

Criminal background check required.

Full and Casual Part-Time Positions available.

Position Type

Full-Time / Non-Exempt and Casual Part-Time /Non-Exempt

Salary Information

Salary range available beginning at \$25,295.40 annually based on education and experience for full time. Casual part- time rate begins at \$13.50 per hour: 7:00 a.m.- 3:00 p.m.; \$14.85 per hour: 3:00 p.m.- 11:00 p.m. and 11:00 p.m.- 7:00 a.m.

Shift

7:00 a.m. - 3:00 p.m.; 3:00 p.m. - 11:00 p.m.; 11:00 p.m. - 7:00 a.m., pool and flex hours as needed.

Weekly Hours

37.5 per week for full time. Casual part- time hours available also.

Deadline

Applications will be accepted until positions are filled.

Other Information

Revised January 26, 2012



County of Chester
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Requisition# 977
Title District Justice Clerk I
Department Dist Court 15-2-03 West Goshen
Location West Chester, Government Services Center

Description

This position provides the District Court with basic level support services utilizing the District Justice Automated System. Work is performed under close supervision of the Office Manager and reviewed for accuracy. Candidate is responsible for case processing following the guidelines established in the AOPC manual. Must possess the ability to understand and follow written and oral instruction. Must have basic computer knowledge, communication skills, clerical abilities and ability to operate standard office equipment. Good organizational skills, ability to prioritize work and interact well with the public by telephone and in person is required.

All positions at the Justice Center or District Courts require a criminal history background check to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process:
<https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Office, 313 W. Market Street, Suite 4302, West Chester, PA, 19380.

Position Type

Full-Time / Non-Exempt

Salary Information

Salary range available beginning at \$26,621.14 annually based on education and experience.

Shift

8:30 a.m. - 4:30 p.m.

Weekly Hours

35

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: January 26, 2012



County of Chester
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Requisition#	976
Title	District Justice Clerk I
Department	Dist Court 15-1-02 Tredyffrin
Location	Devon, 15 N. Devon Blvd, Suite A

Description

This position provides the District Court with basic level support services utilizing the District Justice Automated System. Work is performed under close supervision of the Office Manager and reviewed for accuracy. Candidate is responsible for case processing following the guidelines established in the AOPC manual. Must possess the ability to understand and follow written and oral instruction. Must have basic computer knowledge, communication skills, clerical abilities and ability to operate standard office equipment. Good organizational skills, ability to prioritize work and interact well with the public by telephone and in person is required.

All positions at the Justice Center or District Courts require a criminal history background check to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process:
<https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Office, 313 W. Market Street, Suite 4302, West Chester, PA, 19380.

Position Type

Full-Time / Non-Exempt

Salary Information

Salary range available beginning at \$26,621.14 annually based on education and experience.

Shift

8:30 a.m. - 4:30 p.m.

Weekly Hours

35

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: January 26, 2012



County of Chester
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Open Positions as of February 03, 2012

Requisition#	975
Title	Deputy Controller
Department	Controller
Location	313 W Market Street, West Chester

Description

The Deputy Controller is responsible for overseeing the day-to-day operations of the Controller's Office to ensure that the integrity of financial operations and the financial reporting system is maintained. This position functions as the General Manager of the Controller's Office with accountability for all duties performed.

Direct and control the: payroll function, which includes generating all paychecks, tax filings, payment of withholdings, accurate bookkeeping of county's expenses, and responding to all related inquiries; accounts payable function, which is responsible for the overall integrity and accuracy of the county's financial records; auditing function, which is responsible for ensuring that all audits are performed in accordance with auditing standards and, as a licensed CPA, lend professional expertise to the performance of this function; and the pension activities performed in the Controller's Office and support the Controller in the role of Secretary of the Pension Board.

Position requires a Bachelor's degree or equivalent combination of education and a minimum of seven years of job-related experience, (including management exp.) CPA, knowledge of Generally Accepted Accounting Practices, GASB, Yellow Book, AICPA. Prefer license PICPA, GFOA, advanced Excel skills, exceptional ability to assess needs and priorities of the area.

Position Type

Full-Time / Exempt

Salary Information

Salary range available beginning at \$61,099.22 annually based on education and experience.

Shift

8:30 a.m. - 4:30 p.m.

Weekly Hours

35

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: January 23, 2012



County of Chester
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Requisition#	969
Title	Court Clerk
Department	Prothonotary
Location	201 W. Market Street, West Chester

Description

A part time position clerking court hearings, including file preparation, swearing in witnesses, tracking exhibits and overseeing the jury selection process. Hours average twenty per week, however, due to the unpredictable nature of court scheduling may be significantly more or less for any given week. The successful candidate must be detail-oriented, professional, articulate and have a flexible schedule. Aside from clerking duties, this candidate must be willing to pitch in as needed in other areas, including assisting in sending out court orders and verifying information entered into the courtview computer system.

All positions at the Justice Center or District Courts require a criminal history background check to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process:
<https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Office, 313 W. Market Street, Suite 4302, West Chester, PA, 19380

Position Type

Part-Time / Non-Exempt

Salary Information

Hourly rate available at \$11.41 per hour.

Weekly Hours

Position averages 20 hours per week, but hours may be more or less on a given week.

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: January 12, 2012



County of Chester
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Requisition#	968
Title	County Caseworker
Department	Children, Youth and Families
Location	West Chester, Government Services Center

Description

Chester County Department of Children, Youth and Families seeks a compassionate individual with strong assessment, engagement and writing skills for a bi-lingual (English/Spanish) Child Welfare Casework position. Caseworker positions include either: Access; assess calls from the public, provide resource and referral. Intake/ Investigatory: conducting abuse/ dependency assessments/ investigations. General Protective: services to protect children in their home, maintain the family. Purchased/ Foster Care; services to families with children in out-of-home placement, goal of reunification. Adoption: services to families with children placed out of the home with a goal of permanency. A person in this position is expected to demonstrate the System of Care Practice Model which maximizes all resources around an individual or family. This system of care includes child and adult service agencies and community partners that join with an individual or family to meet their goals.

Minimum requirements: Bachelor's Degree with major coursework in the Social Sciences or a 4 year degree in Spanish. Also required: Bi-lingual (English/Spanish) and the ability to demonstrate your Spanish capabilities through a verbal interview. A minimum of 6 months as a Caseworker, preferred.

Child Abuse, State Police and FBI clearances are required as is a writing skills assessment.

Position Type

Full-Time / Non-Exempt

Salary Information

Salary range available beginning at \$33,717.00 annually based on education and experience.

Shift

8:30 a.m. - 5:00 p.m.

Weekly Hours

37.5

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: January 11, 2012.



County of Chester
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Requisition#	964
Title	Planning Aide
Department	Planning
Location	West Chester, Government Services Center

Description

The Chester County Planning Commission is seeking a part-time Planning Aide with advanced GIS skills. The ideal candidate will possess training and skills in both applied theory and GIS technology. Specifically the candidate will need to be familiar with zoning and land use controls and operations outlined by Act 247, the PA Municipalities Planning Code. In addition, the candidate should possess demonstrated skills with the use of ArcGIS and database operations; sufficient knowledge of advanced planning subjects, by completing course work in land use and zoning, to enable them to work independently on assigned research and analysis projects. Duties will include generation of land use maps and tables, evaluation of land development patterns and research on zoning/land use issues that impact Chester County.

Minimum Requirements: a high school diploma or equivalent with six months to one year of GIS work experience.

Position Type

Part-Time / Non-Exempt

Salary Information

Hourly rate available at \$10.00 per hour based on education and experience.

Weekly Hours

19.2 hours per week.

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: January 6, 2012



County of Chester
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Requisition#	963
Title	Fiscal Coordinator
Department	Dept of Community Development
Location	West Chester, Government Services Center

Description

The Fiscal Coordinator position within the Department of Community Development (DCD) is responsible for managing and maintaining program accounts and funds for various federal, state and local housing and community development programs. More specifically, the Fiscal Coordinator works on the Department of Community Development's annual budget and annual year-end close. The Fiscal Coordinator prepares all necessary financial reports for the U.S. Department of Housing and Urban Development and the Pennsylvania Department's of Community and Economic Development and Public Welfare. The Fiscal Coordinator position also reconciles the expenditures with the revenues. Consequently, a strong accounting background is necessary for this position. This position reports to the Accounting Supervisor position within DCD. Interested candidates should have a bachelor's degree or equivalent combination of education and experience in the accounting field. This position requires excellent organization, communication and computer skills and the ability to work within a team structure.

Position Type

Full-Time / Exempt

Salary Information

Salary range available beginning at \$40,414.92 annually based on education and experience.

Weekly Hours

35

Deadline

Applications will be accepted until 5:00 p.m., January 31, 2012

Other Information

Original posting date: January 5, 2012.



County of Chester
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Requisition#	953
Title	Librarian IV
Department	Henrietta Hankin Library
Location	Chester Springs, 215 Windgate Drive.

Description

The person in this position is responsible for the oversight, leadership and management of the Henrietta Hankin Branch Library, which serves the communities of Northern Chester County. This person works closely with the Chester County Library management team and staff to plan and implement strategies and programs designed to serve the needs of the library constituencies.

This position reports to the Chester County Library Director and is responsible for overseeing the day to day operation of the Branch, a 39,000 sq. ft. facility with a budget of approximately \$1.5m. The Hankin Branch is the second busiest library in Chester County with over 475,000 items circulated and over 190,000 visits per year. The library has a staff of 26, serving the communities of Northern Chester County in a 39,000 sq ft facility. The Branch Manager provides leadership, supervision and direction to a staff of 26, including information services, readers' advisory, children's services, collection development, programming and community relations. A key function of this position is to work in conjunction with the Chester County Library staff to ensure that the goals and objectives of the Chester County Strategic Business Plan are met.

The ideal candidate for this position will hold an ALA accredited MLS degree, with at least three years progressive experience in a public library setting. This position requires strong customer service and interpersonal skills, as well as a desire and ability to work cooperatively with people from various departments and organizations as a team member. Excellent oral and written communication skills are essential, as is the ability to maintain composure in all public arenas. In addition, the candidate must possess excellent analytical, problem-solving and decision making skills, and must be able to work within deadlines. Prior supervisory experience is also essential. The successful candidate will have knowledge of current best library practices, principles of library administration, and budget preparation and management. Knowledge of databases, an ILS, and Microsoft Office, including Outlook, Word, and Excel is desired. Must possess a valid driver's license.

All library positions require both criminal background and child abuse clearances. Candidates who have not lived in PA in the past 5 years will be required to obtain an FBI fingerprint check. Copy and paste this link: www.pa.cogentid.com/index_dpw.htm for further information about the process.

Position Type

Full-Time / Exempt; 35 hours per week; 8:30-4:30-includes some nights and weekends.

Salary Information

Salary range available beginning at \$48,297.34 annually based on education and experience.

Deadline

Applications will be accepted until position is filled. Posted December 8, 2012.



County of Chester
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Requisition#	952
Title	Program Coordinator
Department	Libraries P/T
Location	Exton, 450 Exton Square Parkway

Description

This part-time position is responsible for developing, planning, promoting and evaluating quality and innovative programming for adults of all ages. This position will work within the Public Relations/Graphics Department to plan and implement programs designed to serve the needs of adults. The person in this position will be required to develop partnerships with outside service agencies, performance contractors, and professional organizations. This position will be expected to assist with the programming component of special events and initiatives.

This position requires strong customer service and interpersonal skills, as well as a desire and ability to work cooperatively with people from various departments and organizations as a team member. Excellent oral and written communication skills are essential, as is the ability to maintain composure in all public arenas. In addition, the candidate must possess excellent analytical, problem-solving and decision making skills, and must be able to work within deadlines.

The ideal candidate must be able to demonstrate experience in developing and promoting a wide variety of successful and well attended cultural and educational programming.

All library positions require both criminal background and child abuse clearances. Candidates who have not lived in PA in the past 5 years will be required to obtain an FBI fingerprint check. Copy and paste this link: www.pa.cogentid.com/index_dpw.htm for further information about the process.

Position Type

Part-Time / Non-Exempt

Salary Information

Hourly rate: \$15.47 per hour based on education and experience.

Weekly Hours

15 hours per week, shift times will vary by week including some evenings and weekends.

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: December 8, 2011.



County of Chester
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Requisition#	949
Title	Security Officer - DCIS
Department	Dept of Computing Info Service
Location	313 W Market Street, West Chester

Description

The DCIS Security Officer is the leader of the security function for Chester County, to include responsibility for overall enterprise security strategy, security architecture development, and functional oversight. The scope of this role covers all utilized security technologies and services, including protection services, perimeter defenses, physical and logical access control, and profile management of all employees, contractors and visitors. As the County's senior security officer, this person also has enterprise-level responsibility for all data/information security policies, standards, evaluations, roles, awareness and communications and will work with user and technical groups and the DCIS Audit Officer in the development and implementation of a security strategy designed to provide a high level of security over physical facilities and data processing while preserving and enhancing facility and system usability. This person must be able to develop and implement flexible security solutions, dictated by the needs of a hybrid business environment, must be a results-oriented person who can achieve tangible improvements in the enterprise security arena, and possess excellent technical and communications skills as well as proven security leadership experience.

The qualifications sought are: a College degree in Computer Science, Engineering, Business, Finance or related field; or equivalent combination of education and experience with a preference of a Masters Degree in business, computer technology or other related field and a CISSP Certification. Also sought is excellent project management skills, the ability to interface with top management, and 5-7 years of management experience at least 5 of which were in a security-related area in a leadership capacity.

Position Type

Full-Time / Exempt

Salary Information

Salary range available beginning at \$83,784.48 annually based on education and experience.

Weekly Hours

40

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: December 5, 2011.



County of Chester
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Requisition#	947
Title	Support Staff III
Department	Nursing
Location	West Chester, Government Services Center

Description

Part time position to provide entry-level clerical and interpreting duties for all Chester County WIC clinics. Responsibilities include assisting in determination and computer documentation of WIC eligibility through personal interview and clinical laboratory tests conducted on site by individual in this position. Good interpersonal, organizational, and computer skills, the ability to communicate in person and via telephone (English and Spanish), and ability to work, with limited supervision, with a variety of cultural diverse adults and children required. Valid Driver's License and a reliable vehicle are mandatory as position demands travel to assigned areas throughout County. Ability to obtain and maintain confidential information and the ability to work with little supervision are required.

Position requires visual and auditory acuity and the physical abilities to climb stairs, bend at the waist, stand for periods of time, walk distances, lift and/or carry supplies and related materials. Work environment is subject to environmental factors such as heat, cold, and noise.

Education and Experience:

The computer competent person filling this position will have a HS diploma with one to two years general office experience. Proficient bilingual ability for English and Spanish. Community nutrition and breastfeeding education related experience preferred. Knowledge of the WIC Program beneficial. Must be able to obtain Hemocue testing certification from State WIC Program.

Position Type

Part-Time / Non-Exempt

Salary Information

Salary range available beginning at \$14.45 per hour based on education and experience.

Shift

8:30 a.m. (or 10:00 a.m.) to 4:30 p.m. (or 6:00 p.m.)

Weekly Hours

20 hours per week.

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: December 5, 2011



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Requisition#	918
Title	Tipstaff
Department	Court Administration
Location	201 W. Market Street, West Chester

Description

Basic duties include: Maintain order in the Court; open Court for the Judge; take care of needs of jurors; deliver files for Judge; provide information to attorneys concerning Judge's daily list; ensure all parties are present in courtroom and inform Judge of same.

All positions at the Justice Center require a criminal history background to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process: <https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Offices, Suite 4302, 313 W. Market Street, West Chester, 19380-0991.

Salary Information

Wage: \$61.88 per day.

Shift

Shift hours vary by the week.

Weekly Hours

Weekly hours vary each week.

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: September 29, 2011



County of Chester
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Requisition# 868
Title Library Page
Department Libraries P/T
Location Exton, 450 Exton Square Parkway

Description

Chester County Library/Exton
Library Page/Shelver Part Time

This position (#1765) is responsible for reshelving materials returned to and used in the library, keeping shelves and public tables neat, for clearing the outside bookdrops periodically throughout the day, and for interacting with library patrons in a courteous, professional manner.

The person in this position must be able to put materials in order alphabetically and numerically, using decimal numbers.

This position requires the following physical abilities: to handle, lift, move, shift library materials weighing up to 25 lbs; to wheel bookcarts weighing up to 125 lbs; to operate a keyboard; to stand, sit, kneel, walk, stoop, reach repeatedly throughout the workday.

All library positions require both criminal background and child abuse clearances. Candidates who have not lived in PA in the past 5 years will be required to obtain an FBI fingerprint check. Copy and paste this link: www.pa.cogentid.com/index_dpw.htm for further information about the process.

Position Type

Part-Time / Non-Exempt

Salary Information

Hourly rate: \$7.50 per hour.

Weekly Hours

10 hours per week. Start and end times will vary.

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: July 6, 2011



County of Chester
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Requisition#	569
Title	Telecommunicator I
Department	Public Safety Communications
Location	West Chester, Government Services Center

Description

Telecommunicator I (911 Calltaker)

Applications are being accepted for our 2012 Telecommunicator I (calltaker) training classes. During the three month training period in this full-time position, class will meet Monday - Thursday 7:00am - 5:30pm. About half way through the training, the work schedule changes to 4 days on-duty/4 days off-duty (12 hour shifts). The 4 days on duty are 2 - 12 hour day shifts and then 2 - 12 hour night shifts with the shifts running from 0700-1900 (day shift) and 1900-0700 (night shift).

Eligibility for training includes *Typing and computer proficiency, *Passing the pre-employment testing, *Passing a criminal check and an interview. The probationary employment with this position is criteria based standards and applicants must successfully complete the training to continue employment.

Annual base salary starts at \$31,084.46. Benefits: Medical coverage with prescription drug; Life, AD&D and LTD insurance; Dental and Vision available; Paid vacation, sick, personal and paid holidays.

Two basic training classes are scheduled for 2012: May 21, 2012 (this replaces the 4/2/12 class); September 4, 2012. Pre-employment testing is scheduled for Jan. and Feb. Additional test days may be added at a later date.

Position Type

Full-Time / Non-Exempt

Salary Information

Salary range available beginning at \$31,084.46 annually based on education and experience.

Shift

7:00 a.m. - 5:30 p.m. in training (then start 12-hour shift rotation)

Weekly Hours

38

Deadline

Applications will be accepted until positions are filled.

Other Information

Original posting date: August 12, 2009. Posting revised: Jul 1, 2011



County of Chester
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Requisition#	168
Title	Licensed Practical Nurse
Department	Pocopson Nursing Care
Location	Pocopson, 1695 Lenape Rd.

Description

Performs nursing services and oversees resident's physical and emotional well-being and take direct actions to make sure needs are met on a 24 hour basis. Performs nursing evaluations and observations. Responsible for various documentations and record keeping as required by State regulations and Pocopson Home policies.

Pocopson Home provides competitive salaries with excellent shift differentials. For more information contact Personnel at 610-793-1212 between 8AM- 4PM, Monday through Friday. All Pocopson Home positions requires that a Pocopson Home application be completed at Pocopson Home, 1695 Lenape Road, West Chester.

Position Type

Casual Part-Time

Salary Information

Salary range available beginning at \$24.00 on 7:00 a.m.- 3:00 p.m.; \$26.40 on 3:00 p.m.- 11:00 p.m. and 11:00 p.m. - 7:00 a.m.

Shift

Flexible

Deadline

Applications will be accepted until position is filled.

Other Information

Updated posting date: March 19, 2008. Revised: April 1, 2011.



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Requisition#	101
Title	Correctional Officer I
Department	Chester County Prison
Location	Pocopson, 501 S. Wawaset Rd.

Description

This position is responsible for maintaining discipline and security at the Chester County Prison so that all areas within the prison compound are secure and staff/inmate safety/security is assured. Minimum requirements include High School Diploma or equivalent, valid driver's license and the ability to work any shift.

Position Type

Full-Time / Non-Exempt

Salary Information

Salary range available beginning at \$32,720.48 annually based on education and experience.

Shift

Must be open to all shifts.

Weekly Hours

40

Deadline

Applications will be accepted until position is filled.



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Requisition#	92
Title	Registered Nurse
Department	Pocopson Nursing Care
Location	Pocopson, 1695 Lenape Rd.

Description

The Registered Nurse is a Supervisory Professional Nurse, working within the limits of physicians orders and prescribed nursing techniques and procedures to insure care be rendered to 275 residents.

Disbursement of medications as ordered. Performs examinations and diagnostic procedures. Make daily rounds with nursing personnel. Performs staff evaluations. Appropriate information to supervisors and calls to physicians. Maintaining accurate, current and complete nursing records describing of resident and status of nursing care treatment.

Pocopson Home provides competitive salaries with excellent shift differentials. Also flexible hours available. For more information contact Personnel at 610-793-1212 between 8AM- 4PM, Monday through Friday. All Pocopson Home positions requires that a Pocopson Home application be completed at Pocopson Home, 1695 Lenape Road, West Chester.

Position Type

Casual Part-Time

Salary Information

Salary range available beginning at \$33.00 per hour on 7:00 a.m-3:00 p.m.; \$36.30 on 3:00 p.m.-11:00 p.m. and 11:00 p.m.- 7:00 a.m.

Shift

Flexible Hours

Deadline

Applications will be accepted until positions are filled.

Other Information

Updated posting date: March 19, 2008. Revised April 1, 2011