

**TEST ANNOUNCEMENT 2009-019**  
**ISSUE DATE** August 29, 2016  
**CLOSING DATE** September 21, 2016

**COMMONWEALTH OF PENNSYLVANIA  
STATE CIVIL SERVICE COMMISSION**  
**LOCALIZED EXAMINATION ANNOUNCEMENT FOR**  
**Intermittent Liquor Store Clerks**

<u>Job Title</u>	<u>Job Code</u>	<u>Starting Salary</u>
<b>Intermittent Liquor Store Clerk (PART-TIME)</b>	02060	\$11.80/hour

<b><u>VETERANS</u></b>	<p>Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, visit the Commission's website, Job Seekers page, for <a href="#">Veterans</a>; visit one of our offices; or contact us at <a href="mailto:ra-cs-vetpreference@pa.gov">ra-cs-vetpreference@pa.gov</a>.</p>
<b>Job Locations</b>	<ul style="list-style-type: none"> <li>The Liquor Control Board is looking to fill multiple vacancies.</li> <li>You must indicate on your application that you will accept employment in at least one of the following counties: Bucks, Carbon, Lehigh, Monroe, Northampton.</li> </ul>
<b>Type of Work</b>	<ul style="list-style-type: none"> <li>PART-TIME.</li> </ul>
<b>Job Duties</b>	<ul style="list-style-type: none"> <li>Sell merchandise to customers.</li> <li>Assist customers in obtaining merchandise.</li> <li>Total purchases on a computerized cash register; collect money and make change.</li> <li>Stock shelves, take inventory, complete forms, unload shipments, mop, dust, etc.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Must meet <a href="#">PA residency requirement</a>.</li> <li>Click <a href="#">here</a> to view the Minimum Experience and Training Requirements.</li> </ul>
<b>Conditions of Employment</b>	<p><b>YOUR BACKGROUND WILL BE CHECKED. IF YOU HAVE BEEN CONVICTED OF A FELONY WITHIN THE LAST 10 YEARS, YOU CANNOT WORK IN THESE JOBS. IF YOU HAVE OTHER CRIMINAL CONVICTIONS, THEY WILL BE REVIEWED ON A CASE-BY-CASE BASIS TO DETERMINE IF THEY ARE JOB RELATED. IF THEY ARE, YOU MAY BE REMOVED FROM THE JOB.</b></p> <p>You must be willing and able to accept the conditions listed below in order to be successful in these jobs. If you are not willing or able to accept all of these conditions, do not apply. By submitting your application, you are indicating that you are willing and able to:</p> <ol style="list-style-type: none"> <li>Work on Saturdays and Sundays. Normal store hours are 8 a.m. to 10 p.m., Monday through Saturday. Sunday store hours are 12 p.m. to 5 p.m. Work schedules are posted no later than 3 p.m. on the Friday before the next work week. <ol style="list-style-type: none"> <li><u>Intermittent Liquor Store Clerk (PART-TIME)</u>  Scheduled hours depend upon the needs of the individual store(s) to which you are assigned. However, hours or store assignments may change on short notice due to operational needs. You will work at least 4 hours each day you are scheduled and between 13 and 32 hours a week. You also may be required to travel to different store locations in those counties you selected on your Civil Service Application.</li> </ol> </li> <li>Unload shipments of merchandise up to several times a week. This involves lifting, carrying and stacking cases of alcoholic beverages; using a hand truck; and climbing a ladder. Unloading is usually a 2-4 hour operation. You must also lift and carry merchandise in order to stock store shelves.</li> </ol>

	<p>Cases weigh up to 65 pounds. Most weigh between 30 and 40 pounds, with many between 40 and 50 pounds.</p> <p>3. Operate a computerized cash register and be responsible and accountable for all cash, check, gift card/gift certificate and debit/credit card transactions while assigned to the register.</p> <p>4. Perform custodial duties, such as sweeping, dusting, mopping, cleaning windows and lavatories and removing snow and ice.</p>													
<b>Examination Information</b>	<ul style="list-style-type: none"> <li>You will have a maximum of 2.5 hours to complete the test.</li> <li>You may be retested after 6 months from the date of your test.</li> </ul>	<p><u>Test Subject areas:</u></p> <table> <tr> <td>Counting Cash Drawers</td> <td>30</td> </tr> <tr> <td>Merchandise Selection</td> <td>20</td> </tr> <tr> <td>Interpersonal Skills</td> <td>30</td> </tr> <tr> <td>Making Change</td> <td>15</td> </tr> <tr> <td>Totaling Sales</td> <td>25</td> </tr> <tr> <td><b>Total Questions</b></td> <td><b>120</b></td> </tr> </table>	Counting Cash Drawers	30	Merchandise Selection	20	Interpersonal Skills	30	Making Change	15	Totaling Sales	25	<b>Total Questions</b>	<b>120</b>
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<b>How to Apply and Schedule</b>	<ul style="list-style-type: none"> <li>Complete online application by clicking <a href="#">here</a> or visiting <a href="http://www.scsc.pa.gov">www.scsc.pa.gov</a>, Job Seekers page.</li> </ul>													
<b>Examination Location</b>	<ul style="list-style-type: none"> <li>Test will be held at the PLCB District Manager's Offices, 3018 Emrick Boulevard, Bethlehem, PA during the week of September 26, 2016.</li> </ul>													
<b>Contact for Information</b>	<p><b>Information or questions regarding these positions, contact:</b></p> <p>Brad Varner at <a href="mailto:bvarner@pa.gov">bvarner@pa.gov</a> or by phone at (717) 787-2156.</p>													
<b>THE COMMONWEALTH IS AN EQUAL OPPORTUNITY EMPLOYER</b>														