

Employer Career Pathways
Lancaster Workforce Development Board
Lancaster Career link



Commonwealth of Pennsylvania

Harrisburg, PA

Email: statejobs@pa.gov

Add link to Company Careers Page Below

[Employment \(pa.gov\)](#)

Business Description:

The Commonwealth of Pennsylvania employs over 70,000 people who deliver a wide array of services established to improve the lives of Pennsylvania citizens. We have opportunities in a variety of fields such as health and medical, education, financial, human services, engineering, environmental, information technology, administration, maintenance and trades, and public safety. The Commonwealth offers a healthy work-life balance, career mobility, statewide opportunities, and the satisfaction of public service!

Knowledge, Skills and Abilities Needed.

High School Diploma required

List Job Titles in Career Pathway

Start with Job Title 1. Then progress to the next employment opportunity in the Career Path.

Work from entry level to management, adding levels representing advancement and development opportunities. Please include specific job tasks, required education and salary for the role. Please fill in the number of roles in the Career Pathway from 3-7 opportunities.

Job Title: 1:

Clerical Assistant 2 - \$17.75/Hour. Minimum Experience and Training Requirements: Graduation from high school; or an equivalent combination of experience and training. Entry-level clerical work.

Job Title: 2:

Clerical Assistant 3 - \$20/Hour. Minimum Experience and Training Requirements: One year as a Clerical Assistant 2 (commonwealth title); or one year of moderately complex clerical experience; or an equivalent combination of experience and training. Moderately complex clerical work.

Job Title: 3:

Administrative Assistant - \$22.56/Hour Minimum Experience and Training Requirements: Such training as may have been gained through graduation from a four-year college or university; OR an equivalent combination of experience and training. Four years as a Clerical Assistant 3 would qualify. Advanced clerical work.