

State Police Cadet (P)

State Police Troopers are responsible for enforcing the laws of the Commonwealth. Cadets reside at a State Police training facility for approximately six months to receive training in the criminal and vehicle laws of the Commonwealth, Department rules and regulations, investigative techniques, riot and crowd control, self-defense and protection, pursuit driving and firearms training. Upon successful completion, a Cadet is promoted to State Police Trooper. **Required:** An Associate's Degree or 60 semester credit hours in an accredited institution of higher education (some credit hours may be waived for law enforcement or military experience); must be 20 years of age at the time of application and between the ages of 21 and 41 on the date of appointment, possess a valid Pennsylvania driver's license and be a Pennsylvania resident. For information, call 1-877-PACadet or go to www.psp.state.pa.us.



Waterways Conservation Officer Trainee (C)



Trainees participate in a formal waterways conservation training program at the Pennsylvania Fish and Boat Commission Training School. Work includes extensive daily travel and involves training in agency orientation, fisheries and boat laws and regulations, public education and information, watercraft safety, stream improvement and water environment. Trainees develop skills in criminal law interpretation and application, legal procedures, field operations, related sciences, self-defense, firearms and handgun use, public speaking, report writing, First-Aid and maintenance and operation of patrol vehicles and boats. **Required:** Must possess a valid Pennsylvania driver's license and be at least 21 years of age.

The Commonwealth Is An Equal Opportunity Employer

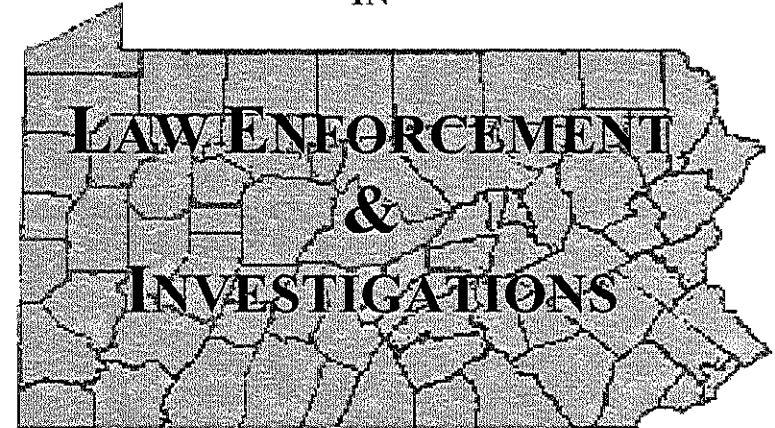
♦ Edward G. Rendell, Governor ♦

www.state.pa.us

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THE COMMONWEALTH OF PENNSYLVANIA

EMPLOYMENT OPPORTUNITIES
IN



Participating Departments include:

Agriculture
Board of Probation and Parole
Conservation and Natural Resources
Corrections
Executive Offices
Fish and Boat Commission
Game Commission
General Services
Revenue
State
State Police

State Civil Service Commission
320 Market Street
Harrisburg, PA 17108
717-783-3058
TTY 717-772-2685
www.scsc.state.pa.us

Bureau of State Employment
110 Finance Building
Harrisburg, PA 17120
717-787-5703
TTY 717-787-0570
www.bse.state.pa.us

General Information

The Commonwealth of Pennsylvania has a wide range of job opportunities in law enforcement and investigations. Based on special recruitment initiatives, this pamphlet was created to provide you with information on some entry-level classifications and their requirements.

Application procedures differ among Civil Service and Non-Civil Service positions and those used by the State Police. For your convenience, Civil Service positions are notated with a (C); Non-Civil Service positions are notated with a (N); and State Police positions are notated with a (P).

For information on **Civil Service** positions, refer to the Pennsylvania State Civil Service Commission website at www.scsc.state.pa.us or call 717-783-3058.

For information on **Non-Civil Service** positions, refer to the Bureau of State Employment's website at www.bse.state.pa.us or call 717-787-5703.



Capitol Police Officer (C)

Officers provide police services and protection to Commonwealth property, facilities, employees and the general public. Duties include patrolling grounds and buildings; investigating crimes, suspected crimes, reports of missing persons and accidents involving people or property; arresting suspected individuals; directing and controlling traffic; and enforcing the Pennsylvania Vehicle Code and Crimes Code. **Required:** Graduation from high school or an accredited G.E.D. certification. Must possess a valid Pennsylvania driver's license and be at least 21 years of age. Candidates must also pass a criminal background check and all new officers must attend and successfully complete the Municipal Police Academy.

Security Officer 1 (C)(N)



Security Officers patrol a state institution, park, airport or an assigned building or area on the Capitol Complex in Harrisburg. Duties include protecting and guarding property or persons from fire, theft, trespass or other hazards. **Required:** May require possession of a valid Pennsylvania driver's license. A Commercial Driver's License (CDL) supplemented by endorsements may be required for certain positions.

Sexual Offenders Assessment Board Investigator (N)

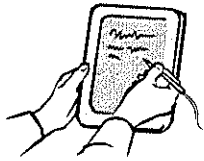
Investigators conduct pre-sentencing investigations of persons convicted of sexually violent offenses. Work involves background investigations to compile case histories in order to evaluate offenders for designation as violent sexual predators. Work includes interviews with defendants and their victims of violent sexual crimes and with other criminal justice practitioners to secure information for the preparation of comprehensive case summaries. **Required:** Two years of professional experience in victims assistance, social welfare case work, law enforcement, or probation/parole which included six months of investigation of sexually violent crimes, sex crime counseling work or sex offender parole supervision and a Bachelor's Degree. Must possess a valid Pennsylvania driver's license.

Special Investigator 1 (C)(N)

Investigators conduct criminal investigation work of a confidential nature. They are responsible for collecting, evaluating and developing evidence to prepare it for presentation to prosecuting officers. Investigators also appear in court and offer testimony as a prosecution witness and prepare summary reports on investigations. **Required:** Two years of experience in criminal investigation work and a Bachelor's Degree.

(...continued) conducting observations, surveillance and interviews, gathering facts and evidence, preparing reports, testifying at hearings and issuing citations. **Required:** A Bachelor's Degree and one year of investigative experience; OR five years of investigative experience.

Regulatory Enforcement Inspector (C)



Inspectors determine compliance with the laws, rules and regulations governing various professions, occupations, commissionees and registrants regulated by and under the jurisdiction of the Secretary of the Commonwealth. Duties include conducting inspections through observation, interviews, fact gathering, reviewing documents, collecting samples, conducting tests of substances, issuing citations for violations and reporting on inspections. **Required:** An Associate's Degree and one year of experience involving interpersonal public contact and inspecting for compliance with rules and regulations and reporting related facts; OR three years of experience involving interpersonal public contact and inspecting for compliance with rules and regulations and reporting related facts.

Revenue Enforcement Agent Trainee (N)

Trainees participate in on-the-job training with experienced agents in conducting criminal and tax investigations. Duties include assisting in arrest and seizure operations, surveillances, examining bank and tax records, preparing cases for prosecution, interviewing witnesses and seeking out and managing informants. **Required:** Two years of experience in progressively responsible criminal investigation work; OR any combination of experience and training which includes six hours in accounting or three hours in auditing. Also required is the possession of a commission to exercise the powers of arrest issued by the Department of Revenue; OR the ability to gain a commission to exercise the powers of arrest issued by the Department of Revenue within the probationary period.

Corrections Officer Trainee (C)



Officers receive training in crisis prevention and intervention, law, human behavior and sociology applicable to inmates in confinement and the skills needed to maintain order; supervise conduct and provide non-professional counseling to inmates in a state correctional institution. Duties include monitoring the movement and activities of inmates, responding to emergency situations and communicating with other officers and inmates to prevent or resolve problems. **Required:** Must be at least 21 years of age at time of application.

Criminal Justice System Planner I (C)

Planners assist in the development or review of criminal justice system plans, planning policies and programs prepared at the local, regional or state level. They also prepare studies or background reports on law enforcement, juvenile delinquency, crime prevention, correctional facilities and other system components and issues of concern in the criminal justice field. **Required:** A Master's Degree in one of the criminal justice disciplines; OR one year of professional criminal justice planning or criminal justice training experience and a Bachelor's Degree.



Dog Law Enforcement Warden (N)

Wardens enforce the provisions of the state dog and rabies prevention and control laws in an assigned area of the state. Duties include investigating kennels, claims and various scenarios such as illegally transporting or killing dogs, ensuring dog fines are collected, serving warrants, apprehending stray dogs and exercising police powers in enforcing provisions of the state dog law. **Required:** Two years of experience in dog law enforcement work and graduation from high school or an accredited G.E.D. certification.

Field Investigator (C)(N)

Investigators are responsible for determining and enforcing compliance with state requirements. Duties include investigating and enforcing tax laws and regulations, initiating prosecution of violators and testifying in court as a state witness. **Required:** Three years of experience in public contact work, including two years of experience in field investigation or law enforcement work.



Game Conservation Officer Trainee (C)

Trainees are enrolled in a resident, formal training program at the Pennsylvania Game Commission Training School for 50 weeks. Training includes game law interpretation and application, legal procedure, natural sciences, self-defense, firearms and handgun use, public speaking and land management practices. **Required:** Graduation from high school or an accredited G.E.D. certification and must pass strength and agility, swimming, hearing and vision tests. Must possess a valid Pennsylvania driver's license and be at least 21 years of age.

Liquor Enforcement Officer Trainee (P)

Liquor Enforcement Officers are responsible for enforcing the Pennsylvania liquor code and performing investigative duties related to liquor laws. Trainees reside at a training facility for approximately three months to receive training on liquor laws, Department rules and regulations, court procedures, inspection and investigative techniques, self-defense and firearms training. Upon completion of the training and a two-month coach/trainee period, a Trainee is promoted to Liquor Enforcement Officer. **Required:** Graduation from high school or an accredited GED certification, must be at least 21 years of age and possess a valid Pennsylvania driver's license. For information, call 1-877-PACadet or go to www.psp.state.pa.us.

Park and DCNR Ranger (C)

Park and DCNR Rangers perform public safety work, patrol, promote recreation in and answer questions about state parks, explain and enforce park rules and regulations and administer first aid or CPR (cardiopulmonary resuscitation) in emergency situations. In addition, DCNR Rangers enforce the Commonwealth's Crime Code and Vehicle Code, investigate crimes and complaints and issue citations. **Required:** Current certification in standard First-Aid and CPR; and possession of a valid Pennsylvania driver's license. DCNR Rangers also require a commission to exercise the powers of arrest or the ability to gain such commission during the probationary period.



Parole Agent 1 (C)

Parole Agents provide supervision over probationers and parolees in the state probation and parole system. Agents provide counseling, develop treatment plans for clients, complete investigation reports, make decisions affecting public safety and the personal liberties of offenders, have arrest powers, charge violations and prosecute violators before an independent hearing body. **Required:** A Bachelor's Degree in Criminal Justice; OR a Bachelor's Degree in any major including or supplemented by 12 credits in Criminal Justice or Pre-Law and six credits in Sociology, Social Work/Social Welfare, Psychology, or Counseling. Must possess a valid Pennsylvania driver's license.

Professional Conduct Investigator 1 (C)

Investigators detect violations of the standards of conduct, laws, rules and regulations of the professional and occupational licensing boards and commissions under the Bureau of Professional and Occupational Affairs and in other areas under the jurisdiction of the Secretary of the Commonwealth. Duties include reviewing complaints and planning investigations, (continued...)