

# **CIVIL SERVICE POSITIONS**

## **WORCESTER PUBLIC SCHOOLS**

Most administrative, clerical and support positions in the Worcester Public Schools are subject to civil service (M.G.L. Ch 31 & 31A). There are two categories of positions available:

Official service – those positions hired through the competitive examination process.

Labor service – those hired through registration rather than the competitive examination process.

### **OFFICIAL SERVICE**

These include custodians, full-year secretaries (52 week) and school secretaries (40 week). To apply for these positions, the applicant must go to the Human Resources Office at City Hall (Room 109) and register for the appropriate examination. After passing the exam, the applicant is placed on a merit list arranged by score. When a vacancy occurs, the position is filled from that list.

Individuals hired are appointed permanent but probationary for 180 days. After successfully completing the probationary period, an appointed employee will be fully vested in the civil service system.

### **LABOR SERVICE**

These positions include cafeteria workers, bus drivers, bus monitors and tradesmen (carpenters, electricians, masons, glaziers, locksmiths, plumbers and steamfitters/HVAC). To apply for these positions, the applicant must go to the Human Resources Office at City Hall (Room 109) and obtain a registration number. When a vacancy occurs, it is filled from that list in numerical order. Appropriate licenses are required for tradesmen.

Individuals hired are appointed permanent but probationary for 180 days. After successfully completing the probationary period, an appointed employee will be fully vested in the civil service system.

### **OTHER POSITIONS**

Additionally, there are non-civil service instructional assistant positions available in the schools. These are teacher's aides, working in the classrooms, usually with special needs children and are hired directly by the WPS Human Resource Office at Room 111, 20 Irving Street. An Associates degree or 48 college credits or a passing score on the ParaPro Assessment is required.

### **FOR MORE INFORMATION**

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