



Assistant Employment and Training Director

Jefferson County is seeking a skilled professional to assist the Employment and Training Director. The work involves responsibility for supervising professional work and performing administrative duties in overseeing the day-to-day operations of the Employment and Training Agency. The work is performed under the general direction of the Director of Employment and Training with considerable leeway allowed for the use of independent judgment in carrying out details of the work. Supervision is exercised over the work for both professional and non-professional staff involved in a number of program areas. **Civil Service exam required for permanent appointment.**

Jefferson County is an Equal Opportunity Employer

Salary: \$63,193 per year.

Excellent fringe benefits include:

- Health, Vision, and Dental Insurance
- Flex Spending Account
- NYS Retirement
- Deferred Compensation
- Paid Vacation
- Sick Leave
- And more!

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and three years of experience in job or training development, personnel counseling or placement, public or business administration or economics, one year of which must have been in a supervisory capacity.



**Applications will be accepted until the position is filled,
first review of applications will be October 27, 2023.**

Apply online on our Employment Portal:

<https://jefferson-portal.mycivilservice.com/>

Or send a paper application and resume to:

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.

