



## **Employment and Training Assistant**

The Jefferson County Department of Employment and Training is seeking a qualified candidate for the position of Employment and Training Assistant. Responsibilities include; information gathering, conducting initial interviews with, and verifying eligibility of participants, counseling, job development, and monitoring of sub-grantees. **Civil Service exam required for permanent appointment.**

\*Jefferson County is an Equal Opportunity Employer\*

**Salary Range: \$21.82 - \$26.79 per hour.**

**Excellent fringe benefits include:**

- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- NYS Retirement
- Deferred Compensation
- Paid Vacation
- Sick Leave

**MINIMUM QUALIFICATIONS:** Either:

- A) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university; or
- B) Two years of experience in job development, personnel counseling, or placement in an Employment and Training, community action, or similar agency dealing with the employment and training of economically disadvantaged, minority, handicapped, or low income persons; or
- C) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.



**Applications will be accepted until the position is filled, first review of applications will be Friday, March 1, 2024.**

**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.