



## **Employment and Training Coordinator**

The Jefferson County Department of Employment and Training is seeking a qualified candidate for the position of Employment and Training Coordinator. 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: \$26.92 - \$33.71 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) Graduation from a regionally accredited or New York State Registered college or university with a bachelor's degree; or
- (B) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college and two years of full-time experience in job or employment program development and analysis, personnel counseling or placement, public or business administration, economics or labor relations, or related field; 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.