



# EMPLOYMENT AND TRAINING ASSISTANT

## Jefferson County

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.

**Salary Range:** \$23.71 - \$29.12 per hour

**Excellent fringe benefits include:**

- Sick Leave
- Paid Vacation
- NYS Retirement
- Dental Insurance
- Deferred Compensation
- Flex Spending Account
- Comprehensive Health Plan, Including Vision
- Candidates may be eligible for the Public Service Loan Forgiveness program

**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.

\*Jefferson County is an Equal Opportunity Employer\*

**Civil Service exam required for permanent appointment.**

**Applications will be accepted until the position is filled,  
first review of applicants will be January 30, 2026.**



**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.



jefferson-portal.mycivilservice.com