

### **PROFESSIONAL HELP WANTED**

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.

Minimum qualifications for the position are: Completion of a minimum of 60 semester credit hours in college or university; OR 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.

Salary: \$34,252/ yr. with excellent fringe benefits including health, vision and dental insurance. Send letter of application and resume to: Jefferson County Department of Human Resources, County Office Building, 175 Arsenal Street, Watertown, NY 13601 or apply online at <https://jefferson-portal.mycivilservice.com/>. Deadline for applications is: September 24, 2021. Civil Service Test is required for permanent appointment.