

# Seneca County Job Leads

For the Week of February 6, 2012

Job Central -



Please visit Job Central <http://newyork.us.jobs> or contact your local Finger Lakes Works One Stop Center.

The following are the number of current employment opportunities listed with Job Central:

- Seneca County – 84 (e.g. Senior Accountant, Personal Care Aide/HHA, Waterloo Security Officer)
- Ontario County – 302 (e.g. Graphic Designer, Production Coordinator, Forklift Operator)
- Cayuga County – 156 (e.g. Sales Representative, Maintenance Technician, Forklift Operator)
- Wayne County – 171 (e.g. Clinical Pharmacist, Registered Nurse, Food Service Associate)
- Yates County – 19 (e.g. Home Health Aides, Maint. Technician, Payroll Specialist/Accountant)
- **PLEASE INQUIRE!**

Resource Room, Finger Lakes Works-Seneca, 315-539-1905

The Facebook logo, consisting of the word "facebook" in white lowercase letters on a blue rectangular background.

## Seneca County Workforce Development & Youth Bureau

are excited to announce that we now have a Facebook account.

“Like” us at **Seneca County Workforce Development & Youth Bureau**

to get the newest updates for news and announcements about upcoming career fairs, recruitments, workshops, and much more or visit our website at [www.co.seneca.ny.us/workforceyouthbureau.php](http://www.co.seneca.ny.us/workforceyouthbureau.php)

## Ask about SMART 2010 Today!!!

SMART 2010 is a computer program that analyzes a customer’s resume for skills and work experience. Using that data the computer can establish matches with current jobs throughout the state. The system then recommends to the client by means of e-mail a number of job matches based on the likelihood that the individual will follow the same career path.

Many job seekers possess skills for jobs that they may not consider in their day-to-day job searches. SMART 2010 looks at the entire person as a result of their resume. The program then searches for the best job openings available, immediately opening the door to more job opportunities.

## CHECK OUT THIS NEW AND EXCITING WORKSHOP

### “Training Options Workshop”

An online presentation/discussion using Google Groups

Finger Lakes Works has funds available to help people who need training either to change careers or enhance skills necessary for advancement to a better job. Our “Training Options” workshop is an orientation that provides information on what is needed to access these funds available under the Workforce Investment Act. It will also provide considerations to think about when choosing a school or program. This discussion can be accessed from any computer with an internet connection. (1 hour).

The Training Options Workshop will be an online discussion using Google Groups. Reference the Seneca County Calendar of Events for available dates for this workshop. To register, please email Ryan DeVay at [rdevay@co.seneca.ny.us](mailto:rdevay@co.seneca.ny.us). Ryan will email you detailed instructions on how to create a Google account and assist you with the registration process. This service is free of charge.

**Please call ahead to register for workshops (315) 539-1905**

Visit us at: [www.co.seneca.ny.us/workforceyouthbureau.php](http://www.co.seneca.ny.us/workforceyouthbureau.php)

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.



## WorkKeys for Job Seekers

The Career Readiness Credential (CRC) enables you to show prospective employers that you possess the basic foundational skills they are looking for and have the trainability for success in an organization. The CRC verifies that you can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today’s workplace.

### How does the Career Readiness Credential work?

#### Building on a Proven Program

The CRC is based on established WorkKeys assessments, a nationally recognized system. To earn a CRC, individuals undergo testing related to reading, applied math, and locating information through the WorkKeys skills assessment system. The credential confirms a person’s competence in these skill areas and provides documentation to an employer in today’s workforce.

#### How To Earn a CRC

Finger Lakes Workforce customers can obtain a Career Readiness Credential by taking the three WorkKeys assessments. Contact a Finger Lakes Workforce One Stop Center Representative or call 315-539-1905 for more information.



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## “Prove-It!” Online assessments

**Prove-It!** assessments are now being offered through Finger Lakes Works!

Finger Lakes Works can set you up with a Prove-It! E-Learning account free of charge for a limited time. Some exam topics that may be of interest include: Basic CNC Machine Operations, Accounts Payable/Receivable, Medical Terminology, Loan Processing, Adobe Photoshop, QuickBooks, and Bank Teller Skills. If you already have a skill and would like to earn a certificate to back up your knowledge the Prove-It! E-Learning program is perfect for you. Prove-It! can be completed anywhere with a computer and a high speed internet connection. To sign up for your free 90 day subscription simply stop in and register with the Finger Lakes Works One Stop in Waterloo, NY.

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### *FREE Tax Help and IRS e-filing!*

Certified volunteers will prepare and e-file basic federal and state income tax returns for individuals and families with low to moderate incomes.

**Give us a call to be put on a waiting list!**

**We will call you to schedule an appointment once schedule is formed.**

**315.539.1905 or 800.688.7188 (x1905)**

Finger Lakes Works-Seneca (Workforce Development),  
1 DiPronio Drive, Waterloo, NY

**Tell a friend of this great service!**

Visit us at: [www.co.seneca.ny.us/workforceyouthbureau.php](http://www.co.seneca.ny.us/workforceyouthbureau.php)  
Equal Opportunity Employer/Program

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# February 2012

## Seneca County Workforce Development Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 <b>GED</b> 9:00 A.M. - 2:30 P.M. 3:30 P.M. - 8:00 P.M.	2 <b>WorkKeys</b> 8:30 A.M. - 12:00 P.M.	3 <b>GED</b> 9:00 A.M. - 12:00 P.M.
6	7	8 <b>GED</b> 9:00 A.M. - 2:30 P.M. 3:30 P.M. - 8:00 P.M. <b>Training Options (Geneva)</b> 1:30 P.M. - 2:30 P.M.	9	10 <b>GED</b> 9:00 A.M. - 12:00 P.M.
13 <b>Budgeting Workshop</b> 10:00 A.M. - 12:00 P.M.  <b>Job Club</b> 1:00 P.M. - 2:30 P.M.	14 <b>Training Options (Google Groups)</b> 10:00 A.M. - 11:00 A.M. <b>Basic PC Skills</b> 10:00 A.M. - 11:00 A.M. <b>Get a Job</b> 1:00 P.M. - 4:30 P.M.	15 <b>GED</b> 9:00 A.M. - 2:30 P.M. 3:30 P.M. - 8:00 P.M.	16 <b>WorkKeys</b> 8:30 A.M. - 12:00 P.M.	17 <b>GED</b> 9:00 A.M. - 12:00 P.M.  <b>Training Options (Lyons)</b> 10:00 A.M. - 11:30 A.M.
20 <b>OFFICE CLOSED</b>  <b>PRESIDENT'S DAY</b>	21	22 <b>GED</b> 9:00 A.M. - 2:30 P.M. 3:30 P.M. - 8:00 P.M.	23 <b>Interviewing Techniques</b> 2:00 P.M. - 3:30 P.M.	24 <b>GED</b> 9:00 A.M. - 12:00 P.M.
27	28 <b>Keep a Job</b> 1:00 P.M. - 4:30 P.M.	29 <b>GED</b> 9:00 A.M. - 2:30 P.M. 3:30 P.M. - 8:00 P.M. <b>Training Options (Google Groups)</b> 10:00 A.M. - 11:00 A.M.		

### **Job Club**

In this small group setting, learn more about the hiring and training subsidies that may help you to get your next job. Get ideas on how to approach the obstacles that may be sabotaging your job search activities. Ask questions and get clarification on a variety of topics. Learn more about how to upgrade your skills and prove your skills to employers.

### **Interviewing Techniques**

You got the interview, now what do you do? Register for this workshop. Learn what employers really want to know. What questions you should be able to answer before going to a job interview. Be aware of the importance of making a good first impression. Learn techniques regarding arrival time, appearance, body language, preparation and attitude. Also included are how to effectively answer tough questions and to ask pertinent questions in an interview.

### **Get a Job**

This workshop covers the basic job searching techniques including career exploration, planning a work search, completing job applications, fact sheets, appropriate appearance and creating good first impressions. This workshop is for job seekers entering or re-entering the workforce. Please bring a professional email address, employment history including supervisor's name, phone number, pay history, education history, military history and references if applicable.

### **Keep a Job**

Reviews essential skills for succeeding in the workplace. Topics include employer expectations, time management, conflict resolution, dealing with change, balancing work and family, interpersonal skills and workplace ethics. This workshop is for anyone who feels that they could use assistance in retaining or maintaining a job.

### **Training Options**

The Google Groups presentation on training options will provide you with an opportunity to learn about the possibility of receiving financial aid while training for a new career or advancement in your current profession. The only requirement for this information session is that you have a google account to access the information. After signing up by calling (315)539-1905 or emailing [rdevay@co.seneca.ny.us](mailto:rdevay@co.seneca.ny.us) directions for creating a google account will be emailed to you. Finger Lakes Works Staff will be active in the group discussion to answer your questions on the spot.

### **Basic PC Skills**

You will learn about the basics of the computer including: using the mouse effectively, the computer's environment, Microsoft Word, online application and search techniques and e-mail. Register at Finger Lakes Works - Seneca County at (315) 539-1905.

### **WorkKeys**

WorkKeys is a job skills assessment program measuring "real world" skills that employers believe are critical to job success. The program is valuable for any occupation and at any level of education; connecting work skills, training, and testing.

WorkKeys is the basis for the **National Career Readiness Credential (CRC)**; a career credential that certifies that job seekers have the core employability skills required across all industries and occupations. The CRC validates job applicants' skill levels in the three areas selected by employers as the most important: Reading for Information, Locating Information, and Applied Mathematics.

WorkKeys assessments are designed to identify training or remedial training needs to increase a person's marketability. Skill gaps can be addressed and closed through an on-line training program, Key Train, targeted to developing and increasing the WorkKeys skills.

### **Resume Session**

This workshop is designed both for job seekers who have never had a resume and for those whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up to date and accurate. Please call for information and to reserve your seat in this class.

**To sign up for one of our FREE workshops  
or for more information contact:  
Seneca County Workforce Development  
1 DiPronio Drive, Waterloo, NY 13165  
Phone: 315-539-1905 Fax: 315-539-3857**

**(Please call ahead to register for workshops)**

Visit us at: [www.co.seneca.ny.us/workforceyouthbureau.php](http://www.co.seneca.ny.us/workforceyouthbureau.php)

*Equal Opportunity Employer/Program*

*Auxiliary aids and services are available upon request to individuals with disabilities.*

## **Help Wanted - Full Time**

**Early Head Start Teacher** - FT; Responsible for implementing a center based Early Head Start classroom program; work in accordance with Head Start Performance Standards, regulatory guidelines and TCAction policies and procedures. Implement adopted curriculum approach as well as defined department initiatives for children ages 6 weeks to 3 years. Use space, materials and routine as resources to encourage active exploration, physical, cognitive, and social/emotional development. Utilize developmentally appropriate strategies as the foundation for classroom management techniques, environmental set up, planning, and individualization. Complete and utilize anecdotal notes as the basis for individualized planning, completing assessments, parent/teacher conferencing, reporting, and supporting transitional requirements.; Min. Req. - Associate degree in early childhood with 12 credits in infant/toddler development and 2 years of related experience working with children, 0 to 3 years old OR CDA with specific Infant/Toddler training and 4 years of experience working with children, 0 to 3 years old. For detailed job descriptions: access our website: [www.taction.org](http://www.taction.org)<<http://www.taction.org>>. Mail, fax, or email resume w/ cover letter to Professional Development Director, TCAction, 701 Spencer Road, Ithaca, NY 14850; Fax# (607) 273-3293; email: [jobs@taction.org](mailto:jobs@taction.org)

<<file:///C:/Documents%20and%20Settings/cindy.martin/My%20Documents/Local%20Settings/Temporary%20Internet%20Files/Local%20Settings/Temporary%20Internet%20Files/Content.Outlook/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/Local%20Settings/Temporary%20Internet%20Files/Content.IE5/IR6BMDAF/jobs@taction.org>>

Applications accepted until Friday, February 10, 2012. AA/EEO.

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**\*Job Title\*: Administrative Coordinator** **\*Job Summary\*:** This is a full-time position, 37.5 hours per week, reporting to the Executive Director. Primary responsibilities involve support of all programs, with coordination of specific projects as needed. The position is responsible for day-to-day office management activities, including database and website maintenance, dealing with the public, preparing media releases, overseeing interns, assisting with workshops and meetings, coordinating events, and other duties as assigned. The candidate selected will be creative, good at working with others, detail oriented, self-motivated and self-directed, have a strong sense of responsibility and accountability and able to work under pressure. He/she will have excellent oral, written and editorial skills, excellent interpersonal and communication skills, have excellent computer skills including the ability to troubleshoot for office staff and be proficient in Word, Excel, Access and database management. Salary range low to mid 30's with an excellent cafeteria benefit package. A complete list of job responsibilities can be found at: <http://www.hsctc.org/> Please send a letter of interest and resume by email to: [kschlather@hsctc.org](mailto:kschlather@hsctc.org) <<mailto:kschlather@hsctc.org>> or by mail to Kathleen Schlather, 100 West Seneca Street, Ithaca, NY 14850. The Human Services Coalition is an equal opportunity employer with a commitment to diversity in all aspects of its business.

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**Events Coordinator:** Unique and exciting career opportunity. The Events Coordinator plans, organizes and executes events sponsored and hosted by Hazlitt's. Working in conjunction with the Tasting Room Manager, the ideal candidate will execute events to the highest standards and increase Hazlitt's presence in the local and regional markets. Customer focus and attention to detail is essential. Qualifications: Minimum 5 years supervisory experience, ideally wine retail related. Possess excellent overall communication, organizational, and project management skills. Proven ability to work with multiple personality types while demonstrating excellent customer service skills. Demonstrate high levels of leadership, initiative, creativity and flexibility. Proficient with MS Office (Outlook, Excel and Word). Weekends and traveling are required. Full-time: (40 hours/week average). Wage commensurate with experience. Position will be based in Hector, Schuyler County with possible duties out of the Naples, Ontario County facility. Please forward cover letter and resume to [Events.Hazlitts@yahoo.com](mailto:Events.Hazlitts@yahoo.com)

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**Dental Assistant/Lab Technician** Needed for a private office in the Finger Lakes Region. We need a highly motivated, results-oriented individual that is well organized. Full Time (Mon thru Fri) with a rewarding competitive pay package and benefits, including insurance, vacation pay and more. Email your resume to: [Valleygate@gmail.com](mailto:Valleygate@gmail.com)

## **Help Wanted - Full Time (cont'd)**

**Enclave Foreperson** FT position - Seneca Falls area. Successful candidate responsible for supervision of assigned consumer workers in order to complete production/ assembly tasks in a timely, safe and quality manner; to be working supervisor with job responsibilities at each site; to function as a team leader, role model, trainer and motivator for all consumers. HS Diploma/GED and valid NYS Driver's license, 1-2 years exp. in a production/manufacturing setting preferred, supervisory background & computer skills beneficial, ability to lift agency materials, equipment, etc. Apply: Seneca Cayuga ARC, 1521 Clark Street Rd. Auburn, NY 13021 or [jobs@sencayarc.org](mailto:jobs@sencayarc.org) E/O/E Seneca Cayuga ARC is a tobacco-free agency.

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Fox Toyota Subaru Rt 5, Auburn, A high volume import automotive business, with two of the hottest franchises in the industry and a new state-of-the art facility opening at the end of 2012, needs an **experienced sales manager** with good credentials. This is a high-income position requiring a top caliber sales manager with strong leadership and management skills. Only experienced automotive sales managers will be considered for this position. We offer an excellent benefits package including 5 day work week, demo plan, 401(k), dental/ health insurance, paid sick & vacation days. PLEASE EMAIL [mike@foxdealerships.com](mailto:mike@foxdealerships.com) or call Mike Carrow @ 315-708-7535 for confidential consideration.

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**Teacher: Reading** (long term) Bachelor's degree with certification in Reading required. Interested applicants should send application, resume, letter of interest, copy of certification, and credentials by 2/10/12 to Human Resources, Sodus CSD, P.O.B. 220, Sodus, NY 14551-0220. Our goal at Sodus Central School is to develop a high quality, culturally diverse staff.

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upscale SPA Seeking **experienced licensed massage therapist** for PT/FT positions. Also, Experienced licensed massage therapist to work as: lead massage therapist/ supervising. Send resume to: PO Box 609, Geneva, NY 14456

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**Messenger** The Wayne-Finger Lakes BOCES has a full-time opening for a Messenger. The ideal candidate will possess a NYS Driver's License with a clean driving record, have the ability to lift 50 lb. loads up to 300 times per day, the ability to climb 3 levels of stairs repetitively with 50 lb. loads, the ability to walk 2-3 miles per day, the ability to drive up to 200 miles per day, the ability to bend and squat repeatedly, and basic computer literacy (email, navigation, printing). Qualified candidates may request an application at Wayne-Finger Lakes BOCES, Personnel Office, 131 Drumlin Court, Newark, NY 14513, (315) 332-7440, by February 13th . EOE

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**Head Bus Driver** Needed for the Geneva City School District. Duties include dispatching and scheduling bus routes. For application information, please contact Jen at 315-781-4190 or [jgross@genevacsd.org](mailto:jgross@genevacsd.org) AA/EOE by choice.

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## **Help Wanted - Part Time**

Cornell Cooperative Extension of Tompkins County. **Community Beautification Program Assistant**, temporary position (April - October) - Cornell Cooperative Extension of Tompkins County seeks an individual to assist and support community beautification projects including horticultural work, volunteer management, fundraising and event organizing. Associate's degree in Horticulture or Landscape design and 2 years experience OR High School (or equivalent) and 4 years experience. Part-time (20 hours/week), grant-funded, with benefits. To apply, please send cover letter, resume, and application to Cornell Cooperative Extension Tompkins County, 615 Willow Avenue, Ithaca NY 14850 by 2/24/12 or until suitable candidate pool exists. Details & application available: [www.ccetompkins.org](http://www.ccetompkins.org). CCE Tompkins is an equal opportunity and affirmative action educator and employer.

## **Help Wanted - Part Time (cont'd)**

upscale SPA Seeking **experienced licensed massage therapist** for PT/FT positions. Also, Experienced licensed massage therapist to work as: lead massage therapist/ supervising. Send resume to: PO Box 609, Geneva, NY 14456

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**bartenders** Newark VFW. Hours vary. Apply in person: 225 E. Union St. or call (315)331-6529.

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**babysitter** Wanted for Geneva area. No smoking. (315)521-5215

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## **Health Careers**

Seneca Lake Terrace Assisted Living Community Is currently accepting applications for **LPN**: FT Evenings If you enjoy working with the elderly in a small friendly work environment with excellent wages & benefits. Join Us Apply in person or fax resume to: 315-781-1494. 3670 Pre Emption Rd. Geneva

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Are you available during the work week and every other weekend, and do you like working with the elderly? We are looking for a **certified Home Health Aide or a certified PCAII**. Please email us for more information at [info@redmooncaregivers.com](mailto:info@redmooncaregivers.com); call 607-254-6090; or visit our web site at [redmooncaregivers.com](http://redmooncaregivers.com) to read about us and/or download an application. Pay begins at \$10.50/hr. and we reimburse for mileage.

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**(2) LPN's Needed** - part time. Penn Yan Manor Nursing Home is taking application for: Licensed Practical Nurse (LPN) for part-time, 1 evenings, 1 night shift. Must be NYS license. EOE, Benefits. Send resume to: 655 N. Liberty Street, Penn Yan, NY 14527 or stop by the business office to fill out application.

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## **Advantage Staffing in Canandaigua is Hiring!**

**All of our job applications are done online. If you are interested in a position with us please go to:**

**[www.advantagestaffingjobs.com](http://www.advantagestaffingjobs.com)**

**Select English or Spanish**

**Enter Canandaigua under the search city**

**Click submit search**

**View which ever job you are interested in applying for**

**Click apply for this job**

Currently we are recruiting for:

**Machine operators** – Light industrial position standing entire shift - Fast paced packing lines, with some machine set up. Able to lift 40lbs with multi tasking, trouble shooting, correct quality deficiencies and basic maintenance of machinery. No special skills required.

**Pay Rate: \$10.00-\$13.40 hourly**

**Shifts: 8:00 AM to 4:30 PM**

**4:00 PM to 12:30 AM**

**12:00 AM to 8:30 AM**

**Forklift operator** – Experience with fork and clamp trucks is preferred. Skills needed include; efficient and accurate picking and unloading of inbound and outbound shipments. Basic math skills are essential. Other equipment use includes; double fork truck and RF scan gun. Must also be able to operate an on board computer

**Pay Rate: \$10.50-\$13.50 hourly**

**Shifts: 4:00 PM to 12:00 AM**

**12:00 AM to 8:00 AM**

**\* 24/7 operation, some weekend shifts are required on monthly rotation.**

**Requirements: Background check for previous 7 years, Diploma or GED required.**

Visit us at: [www.co.seneca.ny.us/workforceyouthbureau.php](http://www.co.seneca.ny.us/workforceyouthbureau.php)

*Equal Opportunity Employer/Program*

*Auxiliary aids and services are available upon request to individuals with disabilities.*

# DISPLAY ADS

## HomeCare PLUS

**Career Training**

Meaningful Work Assisting Homebound Patients During Illness or After Surgery

**Tuition-Free Home Health Aide Certification Classes**

**Requirements:** High school diploma/GED. Prior caregiving experience helpful. Must have ability to travel. 2-3 professional references (no friends or family members pls.). Pre-training physical. Note: Must be available Mon-Fri from 8:00am-3:45pm to complete the 2 & 1/2 week training program.

**To be Considered For Admission: Apply online at**

<http://www.lifetimecare.org>

Or in Person at Lifetime Care, M-F 8:30am-4:30pm - 800 West Miller Street (Wegmans Plaza) Newark

**Job Offer Upon Successful Completion**

**Employment Pay & Benefits:**

- \$9.00 per hour to start (\$10.00 per hr. weekends)
- Additional hospice home health aide training available.
- Mileage reimbursement (.45 per mile)
- Employee Referral Incentives of up to \$7500.00
- Medical (free single plan available) & Dental
- Tuition Assistance
- Retirement Plan Available
- Paid Holidays, Vacation & Sick Time

EOE

## AUTOMOTIVE IMPORT SALES MANAGER

For Toyota Subaru, Rt 5, Auburn, A high volume import automotive business, with two of the hottest franchises in the industry and a new state-of-the-art facility opening at the end of 2012, needs an experienced sales manager with good credentials.

This is a high-income position requiring a top caliber sales manager with strong leadership and management skills. Only experienced automotive sales managers will be considered for this position. We offer an excellent benefits package including 5 day work week, 401(k), dental/health insurance, paid sick and vacation days.

PLEASE EMAIL [mike@toyotadealerships.com](mailto:mike@toyotadealerships.com) or call Mike Carrow @ 315-708-7535 for confidential considerations.

EOE

## ENCLAVE FOREPERSON

FT position - Seneca Falls area. Successful candidate responsible for supervision of assigned consumer workers in order to complete production/assembly tasks in a timely, safe and quality manner; to be working supervisor with job responsibilities at each site; to function as a team leader, role model, trainer & motivator for all consumers. HS Diploma/GED and valid NYS Driver's license, 1-2 years exp. in a production/ manufacturing setting preferred, supervisory background & computer skills beneficial, ability to lift agency materials, equipment, etc.

Apply: Seneca Cayuga ARC, 1521 Clark Street Rd, Auburn, NY 13021 or [jobs@senecayarc.org](mailto:jobs@senecayarc.org)

Seneca Cayuga ARC is a tobacco-free agency. EOE

## SENECA LAKE TERRACE

Assisted Living Community

is currently accepting applications for 1

\* **LPN:** FT Evenings

If you enjoy working with the elderly in a small friendly work environment with excellent wages and benefits.... Join Us

Apply in person or fax resume to: 315-781-1494, 3670, Pre Emption Rd., Geneva



Seneca Lake Terrace  
Assisted Living Center

EOE

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Seneca Lake Terrace  
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EOE



# SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER



## CIVIL SERVICE OPPORTUNITIES

**Correction Officer  
Examination #68-968**

**VACANCIES:** This eligible list will be used to fill future vacancies as they occur in Seneca County.

**RESIDENCY:** Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of Seneca County for at least one month prior to the date of certification and are residents of Seneca County at the time of appointment.

**SALARY:** Current starting salary \$16.750/hour.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency or comparable diploma.

Must be at least 18 years of age at the time of appointment to be in conformance with Public Officer's Law Article 2, Section 3(1) and Article 2, Section 3-B.

**SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:** Possession of current valid NYS Driver's License at time of appointment. From date of employment, must possess and maintain a valid NYS Driver's License.

**NOTE:** No person may be appointed as a Correction Officer who has been convicted of a **felony** or of any offense in any other jurisdiction that if committed in NYS would constitute a felony. A person **may** also be barred from appointment if he/she has been convicted of a **misdemeanor** or of any offense in any other jurisdiction that if committed in NYS would constitute a misdemeanor if the Personnel Officer determines that the employment of such person is not in the best interest of the department.

APPLICATIONS MAY BE OBTAINED FROM AND RETURNED TO:  
SENECA COUNTY PERSONNEL OFFICE,  
1 DI PRONIO DRIVE, WATERLOO, NY 13165

Examination To Be Held:  
April 14, 2012

Applications Accepted Up To:  
March 9, 2012



## **New York State Department of Labor**

Andrew M. Cuomo, *Governor* Colleen C. Gardner, *Commissioner*

### **Electricians Recruit Apprentices**

#### **Geneva, NY (August 22, 2011) -**

The Geneva Electrical Joint Apprenticeship and Training Committee Local Union #840, will conduct a recruitment from September 14, 2011 through August 8, 2012 for ten electrician apprentices, State Labor Commissioner Colleen C. Gardner announced today.

Applications can be obtained at the Local # 840, 1401 Routes 5 and 20, Geneva, NY, from 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m. on the second Wednesday of each month, except legal holidays, during the recruitment period.

Applicants must pay a \$10.00 testing fee at the time of application. A determination to waive this fee will be made if prior notification is received and determined to be of good reason. Such as, if you are on welfare or social services, the testing fee will be waived. It will only be waived if you provide verifiable proof.

The Committee requires that applicants:

- Must be at least 18 years old (at the time of indenture).
- Must have a high school diploma or general equivalency diploma (G.E.D) and must have passed Course I and Course II in math (Algebra) or prove a passing grade in post secondary school math.
- Must be physically able to perform the work required as determined by a physical exam and drug testing paid for by the sponsor - after selection into the program.
- Must be able to work from ladders and scaffolds and in confined spaces.
- Must possess a valid New York State driver's license - may be required to drive a company vehicle.
- Must be able to get to work and job sites and be able and willing to attend all related classroom training.
- Must live within the local's geographic jurisdiction which includes the following:
  - In Ontario County - Townships of Canadaigua, Farmington, Geneva, Gorham, Hopewell, Manchester, Phelps, and Seneca.
  - In Seneca County - All Townships except Covert and Lodi.
  - In Wayne County - Townships of Arcadia, Galen, Lyons, and Savannah.
  - In Yates County - All Townships - Entire County.
  - In Cayuga County - All Townships except Genoa, Ira, Sterling, Victory, Locke, Sempronius, and Summerhill.
  - In Onondaga County - Townships of Elbridge and Skaneateles.
- Must take the National Electrical Trade's Aptitude Test and obtain a score of four or higher.
- Must be able to read and understand English, and hear and understand instructions and warnings in English.

For further information, applicants should contact the New York State Department of Labor office located nearest their home or may contact Local # 840 at (315) 789-3330.

Apprentice programs registered with the Department of Labor must meet standards established by the Commissioner. Under state law, sponsors of programs cannot discriminate against applicants because of race, creed, color, national origin, age, sex, disability or marital status. Women and minorities are encouraged to submit applications for apprenticeship programs. Sponsors of programs are required to adopt affirmative action plans for the recruitment of women and minorities.