

# Seneca County Job Leads

For the Week of January 30, 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 – 88 (e.g. Personal Care Aide/HHA, Waterloo Security Officer, Nursery Worker )
- Ontario County – 290 (e.g. Senior Controls Engineer, In-Store Banker, Secretary, Teller)
- Cayuga County – 149 (e.g. Commercial Floor Cleaning Tech., Retail Sstore Manager Trainee)
- Wayne County– 133 (e.g. Store Seasonal Employee, Security Officer, Department Manager)
- Yates County – 27 (e.g. Property Manager, Maintenance Technician, P/T Teller)
- **PLEASE INQUIRE!**

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

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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)

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## 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.

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## 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*

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



# 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**

Family and Children's Service of Ithaca, Where To Turn. Seeking **Full and Part Time Therapists** to work with Children, Adolescents, Adults, and Families. Out-Patient Mental Health Setting. Licensed Mental Health Professional, 2 Plus years of Post-Graduate experience required. Cover Letter and Resume by February 6, 2012 to: Family and Children's Service of Ithaca, Attn: Business Manager, 127 West State St., Ithaca, NY 14850 Or Apply by E-Mail, Cover Letter and Resume as Attached Documents to: [rdurkin@fcsith.org](mailto:rdurkin@fcsith.org) E.O.E.

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**Customer Services Representative** Geneva City School District. Position is the Technology Help Desk Technician. Computer experience required. For application information, contact Jen at 315-781-4190 or at [jgross@genevacsd.org](mailto:jgross@genevacsd.org) AA/EOE by choice.

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Durham is Now Hiring/Training **School Bus Drivers** Canandaigua, Ontario & Yates Counties! CDL with B or C endorsement. 25-35 hours per week No Nights/Weekends or Holidays Competitive Wages. Apply online at: [www.durhamschoolservices.com](http://www.durhamschoolservices.com) in person at: 3854 Routes 5&20, Canandaigua, NY or call for details 585-393-0060

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**Fork Truck Drivers** 1 yr exp. General Cleaners Finger Lakes Region FT Temporary Please Apply: NYS Job Service Geneva, NY

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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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**FINGER LAKES COMMUNITY COLLEGE FULL TIME, TENURE TRACK TEACHING POSITIONS FALL 2012** Applicants must be committed to excellence in teaching, student advisement, and learning outcomes assessment. Ability to employ a variety of teaching methods and instructional technologies. May be assigned classes at multiple campus sites. Interest in developing and delivering on-line instruction. **Accounting/Economics Instructor:** Masters degree in Business related field with bachelors degree in Accounting or Economics required. MBA concentration in Accounting or Economics preferred. Five years post-secondary teaching experience in Accounting, Economics or related Business field preferred. Three plus years business and accounting experience preferred. Ability to teach Financial Accounting, Managerial Accounting, Tax accounting, Macroeconomics, Microeconomics, Personal Money Management, and general business courses. **American History Instructor** - Master of Arts degree in Early or Modern American History required, Ph.D. preferred. Minimum five years college-level experience teaching both halves of the US History sequence required. Community college teaching experience preferred. **English Instructor:** Master of Arts in English, composition, composition pedagogy, or literature required; Ph.D. preferred. Minimum three years teaching experience in community college required. Must demonstrate commitment to both first-year writing and literature. **Culinary Arts Instructor:** Bachelors in Culinary or similar degree with culinary ranking required. Master's degree in Culinary or related field preferred. Culinary and teaching experience required. Community college teaching preferred. Teach and design courses with a focus on local foods. Oversee culinary internship/practicums. Lecture and laboratory instruction. Laboratory instruction conducted at renowned New York Wine and Culinary Center (NYWCC). **Nursing Instructor:** Clinical position team teaching medical-surgical nursing in NLNAC accredited Nursing Program. Master of Science Degree in Nursing with recent acute care clinical experience in medical-surgical nursing and license to practice nursing in NYS required. Previous teaching experience in ADN program, curriculum development and accreditation work is highly desirable. Clinical and lab teaching and participation in various team activities. For full consideration apply by Feb. 19 by submitting a cover letter and resume to Grace Loomis Director of Human Resources, at [www.flcc.edu/employment](http://www.flcc.edu/employment). Applications will only be accepted online. Finger Lakes Community College is an Affirmative Action /Equal Opportunity Employer.

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

Need 13 Good **Drivers** Top 5% Pay & 401K 2 Mos. CDL Class A Driving Exp 877-258-8782  
[www.meltontruck.com](http://www.meltontruck.com)

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**Production position** For full or part time. Starting at \$9.50. Geneva -Phelps area. Call to schedule an interview 781-0100.

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**Property Manager** Needed for apt. community in Penn Yan. Duties include supervising maint. staff, leasing, and income certification. Must have office/computer skills. 30 hrs/wk., great pay with benefits, including co. matched 401K. Email resume to [tmpmjob@yahoo.com](mailto:tmpmjob@yahoo.com) or fax to (814) 217-6816. EOE

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**Automotive Technician** Extremely busy shop needs a top quality technician. Openings for both part and full time. "Honda preferred", but will train others. We offer top pay, paid holidays, vacations & sick days, 401k, medical and dental. For confidential interview, contact Andy Miller @Fox Honda ph: 315-282-0600 fax: 315-282-0575 email: [amiller@fox-honda.com](mailto:amiller@fox-honda.com)

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**dispatcher/customer service** For local company. Competitive wages with benefits. Apply in person at Feher Rubbish, 191 Border City Road, Geneva

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**MECHANICAL TECH** Needed Immediately Must have experience with alignments & compute diagnostics; Salary based on exp. Apply in person: Ronnie's Body Shop Ovid, (607)869-4593

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## **Help Wanted - Part Time**

Family and Children's Service of Ithaca, Where To Turn. Seeking **Full and Part Time Therapists** to work with Children, Adolescents, Adults, and Families. Out-Patient Mental Health Setting. Licensed Mental Health Professional, 2 Plus years of Post-Graduate experience required. Cover Letter and Resume by February 6, 2012 to: Family and Children's Service of Ithaca, Attn: Business Manager, 127 West State St., Ithaca, NY 14850 Or Apply by E-Mail, Cover Letter and Resume as Attached Documents to: [rdurkin@fcsith.org](mailto:rdurkin@fcsith.org) E.O.E.

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**FLACRA SECRETARY** Per Diem for multiple sites. Requires computer skills, transcription, receptionist duties, customer service, communication and organizational skills. Minimum High School Diploma/Equivalence. English/Spanish a plus. Letter of Intent & Resume to: Michele Gosper HR Assistant 28 E. Main St. Clifton Springs, NY 14432. E-mail [Michele.gosper@flacra.org](mailto:Michele.gosper@flacra.org) Fax: 315-462-6400

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HELP WANTED: Someone to help with **housework** while I recover. On very low income. 315-568-2575

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## **Health Careers**

Visiting Nurse Service of Ithaca and Tompkins County (VNS) has an immediate job opening for a **part-time or full-time Physical Therapist** (PT). PT will work as part of a team of professionals providing home care to agency patients. PT will work in patient's home providing therapy services under the direction and written orders of a physician. PT will develop a treatment plan based on patient evaluation and physician orders designed to maximize independent functional mobility. We offer a very competitive salary, mileage reimbursement and benefits that include 401(K), medical, dental, vision, Long-Term Care, vacation, holidays and sick time (pro-rated for part-time). Send resume and cover letter to Cheryll Vosburgh, Human Resource Manager, VNS 138 Cecil A. Malone Drive, Ithaca, NY 14850 or send via email to [cvosburgh@vnsithaca.org](mailto:cvosburgh@vnsithaca.org).

## **Health Careers (cont'd)**

**Chemical Dependency Clinician** We are looking for an energetic, team-oriented professional that will be responsible for the care of up to 35 assigned clients and will provide individual and group counseling to a diverse client population. He/she will conduct bio-psychosocial assessments and collaborate with the treatment team to development master treatment plans. Candidates with experience in addictions treatment and relevant practical experience preferred. ADC provides excellent benefits and exciting opportunities for professional development, including participation in community outreach. Qualified Health Professional (LMSW, CASAC, etc.) strongly preferred. Please send resume and cover letter to [employment@alcoholdrugcouncil.org](mailto:employment@alcoholdrugcouncil.org) or mail to: Human Resources, Alcohol & Drug Council of Tompkins County, Inc., 201 E. Green St., Suite 500, Ithaca, NY 14850

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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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Immediate Opening in Private Oncology Office **Certified Medical Assistant** Part time 28hr Must be certified. Responsibilities: Rooming Patients, Taking Vitals, Filing, answer telephone Must ENJOY working with public Please email resume to: [compliance@flhocancercare.com](mailto:compliance@flhocancercare.com) Or fax 315-462-2639 NO CALLS PLEASE

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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 8:00AM**

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

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

# 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

www.lifecare.com

**Full Time TENURE TRACK TEACHING POSITIONS - FALL 2012**

Applicants must be committed to excellence in teaching, student advisement, and learning outcomes assessment. Ability to employ a variety of teaching methods and instructional technologies. May be assigned classes at multiple campus sites. Interest in developing and delivering on-line instruction.

**Accounting/Economics Instructor:** Masters degree in Business related field with bachelors degree in Accounting or Economics required. MBA concentration in Accounting or Economics preferred. Five years postsecondary teaching experience in Accounting, Economics or related Business field preferred. Three plus years business and accounting experience preferred. Ability to teach Financial Accounting, Managerial Accounting, Tax accounting, Macroeconomics, Microeconomics, Personal Money Management, and general business courses.

**American History Instructor:** Master of Arts degree in Early or Modern American History required, Ph.D. preferred. Minimum five years college-level experience teaching both halves of the US History Sequence required. Community college teaching experience preferred.

**English Instructor:** Master of Arts in English, composition, composition pedagogy, or literature required; Ph.D. preferred. Minimum three years teaching experience in community college required. Must demonstrate commitment to both first-year writing and literature.

**Culinary Arts Instructor:** Bachelors in Culinary or similar degree with culinary ranking required. Master's degree in Culinary or related field preferred. Culinary and teaching experience required. Community college teaching preferred. Teach and design courses with a focus on local foods. Oversee culinary internship/practicums. Lecture and laboratory instruction. Laboratory instruction conducted at renowned New York Wine and Culinary Center (NYWCC).

**Nursing Instructor:** Clinical position team teaching medical-surgical nursing in NLNAC accredited Nursing Program. Master of Science Degree in Nursing with recent acute care clinical experience in medical-surgical nursing and license to practice nursing in NYS required. Previous teaching experience in ADN program, curriculum development and accreditation work is highly desirable. Clinical and lab teaching and participation in various team activities.



For full consideration **apply by Feb. 19,** by submitting a cover letter and resume to Grace Loomis, Director of Human Resources at [talent@lcc.edu/employment](mailto:talent@lcc.edu/employment)

Applications will only be accepted on-line.  
 LCC is an Affirmative Action/Equal Opportunity Employer  
[www.lcc.edu](http://www.lcc.edu)



## FLACRA Secretary

Per Diem for multiple sites. Requires computer skills, transcription, receptionist duties, customer service, communication and organizational skills. Minimum High School Diploma/Equivalence. English/Spanish a plus.

SUBMIT RESUME TO:  
 Michele Gosper, FLACRA  
 28 E. Main St., Clifton Springs, NY 14432  
 Or e-mail [michele.gosper@flacra.org](mailto:michele.gosper@flacra.org)  
 Fax: 315-462-6400

EOE

## OPEN HOUSE

STORE MANAGEMENT TRAINEES



We will be conducting personal interviews for management trainees. Retail management experience helpful, but not necessary.

Openings in  
Geneva & Syracuse

Apply in Person:  
**Tuesday, January 31, 2012**  
 9AM to 6PM

VALU HOME CENTERS

Geneva Centre: 381 Hamilton St., Geneva, NY 766-2044  
 or  
 MAIL RESUME TO  
 VALU HOME CENTERS P.O. BOX 1410  
 Buffalo, NY 14240  
 OR  
 Apply online @ [valuhomecenters.com](http://valuhomecenters.com)



# 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.