



EMPLOYMENT & TRAINING ASSISTANT

Lewis County Department
of Social Services

Lewis County is currently seeking a full-time Employment & Training Assistant. The work involves responsibility for providing administrative support services to assist Employment and Training Specialists and supervisory staff in gathering information necessary to enroll individuals in the Employment and Training programs. Starting salary is \$20.59/hr. with excellent benefits and NYS retirement.

MINIMUM QUALIFICATIONS:

Promotion: Two years of permanent status as an Office Specialist in the Lewis County Department of Social Services.

Open-Competitive: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with an associate's degree; or
- B) Graduation from high school or possession of an equivalency diploma and two years of experience in a social service, community action, community service, or healthcare agency, or similar setting, involving direct client contact; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Successful completion of coursework in the social sciences or behavioral sciences (psychology, sociology, anthropology, counseling, criminal justice, public justice, gerontology, human behavior, social work, vocational rehabilitation, economics, political science) at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three months of experience.

The successful candidate will be required to pass a competitive Civil Service Examination and be reachable for appointment on the resulting Civil Service List.

This position will be filled in accordance with Civil Service Rules and Regulations.

Apply online at <https://lewiscountyny.gov> under Human Services and Job Postings. EOE