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## Yates County Job Leads January 28, 2019

### AUTOMOTIVE/DRIVERS

#### **Motor Equipment Operator (Penn Yan, NY)**

- The Village of Penn Yan is seeking candidates for a Motor Equipment Operator (light). This is a Civil Service position that is full time, 40 hours per week and subject to Civil Service rules for eligibility. For more information and to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is Friday, February 1, 2019. The Village of Penn Yan is an equal opportunity employer and a drug free workplace. Chronicle Express 1/23/19

#### **Newspaper Delivery Contractors (Penn Yan, NY)**

- The Finger Lakes Times is seeking walking route Independent Contractors in the Village of Penn Yan and motor route Independent Contractors to deliver the Sunday Times in the Penn Yan, Branchport, Dundee, Dresden and Himrod areas. Typical hours are from 2AM to 10AM Saturday overnight into Sunday mornings. Must have own transportation. For more details, please contact Jeff Bacon at 315-789-3333 Ext. 230. Finger Lakes Times 1/27/19

#### **Auto Technician (Penn Yan, NY)**

- Polmanteer Auto Service Center is looking for an experienced full-time auto technician that is proficient in alignments and engine diagnostics. Pay is based on experience, with opportunities to advance. Experience: mechanic: 1 year (Preferred). Skills: Alignment, Mechanic experience, Auto body repair, Driving, Brakes, Welding, Detailing, Diagnostics. For further information visit: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1548260861054&rs=1&fromage=last&vjk=30f472915d8d8de9> Indeed 1/24/19

#### **Retail Sales Associate (Geneva, NY)**

- Auto Zone is looking for a part time Sales Associate. Responsibilities include: Operating cash registers and following established cash handling procedures. Follows company policies and loss prevention procedures. Maintain a safe working environment including PPE (Personal Protective Equipment). Maintain store appearance and merchandising standards as directed. Ensure that merchandise is restocked and placed in their respective areas. Utilizes ZNET to help customers locate merchandise or find suitable alternatives. Maintain product knowledge and current promotions through AutoZone systems and information sources. Position Requirements: High School diploma or equivalent. Basic knowledge of automotive parts is required. Excellent communication and decision making skills. Ability to lift, load, and deliver merchandise. Ability to work a flexible schedule to meet the business needs, including holidays, evenings and weekend shifts. For complete details visit: <https://autozone.jibeapply.com/jobs/USA6490S164P?lang=en-us&src=JB-10144&src=JB-10144>. Indeed 1/18/19

#### **Service Technician (Geneva, NY)**

- Tradition Chevrolet Buick of Geneva is looking for Certified Master Technicians to join our team. Responsibilities: Perform work specified on the repair order with efficiency and in accordance with dealership. Test drive vehicles, and test components and systems, using diagnostic tools and special service equipment. Diagnose, maintain, and repair vehicle automotive systems. Communicate directly with the Service Advisor so that customers can be informed if any additional service is needed. Provide estimates of time needed for additional repairs. Execute repairs under warranty to manufacturer specifications. Requirements: High school diploma or equivalent. At least 2 years of experience as an auto technician. Knowledge in all aspects of automotive repair and maintenance. Fast, eager learner and team player. Excellent written and verbal communication skills. Strong customer service skills. Computer skills and willingness to learn new problems. Ability to

operate electronic diagnostic equipment. Clean driving record & valid driver's license. To apply go to:  
<https://www.indeed.com/jobs?q=tradition&l=Geneva%20%2C%20NY&vjk=f036cb05b8a06b6b>

Indeed 1/25/19

#### **Reconditioning Technician (Geneva, NY)**

- Tradition Chevrolet Buick of Geneva is looking for Certified Master Technicians to join our team. Responsibilities: Wash vehicle exterior, using cleaning solution, wax, water, cloths, and brushes. Clean and vacuum interior of vehicles to remove loose dirt and debris. Revitalize and preservative agents to vinyl or leather surfaces and treat fabrics with spot and stain resistant chemicals to preserve and protect interior components. Clean engine and engine compartment with steam-cleaning equipment and various cleaning agents to remove grease and grime. Apply special-purpose cleaners to remove foreign materials which normal cleaning procedures do not remove, utilizing experience and judgment and following recommendations of the product's manufacturer. Flexible availability with shifts that may include nights, weekends, holiday, and 12-hour days. For complete details go to:  
<https://www.indeed.com/jobs?q=tradition&l=Geneva%20%2C%20NY&vjk=df5675f23d02fa2f>

Indeed 1/25/19

#### **Customer Service Associate (Geneva, NY)**

- Auto Wash in Geneva is now hiring part time CSA's (10-15 hours per week.) Duties will include but are not limited to: Loading and washing customer vehicles. Cleaning and basic maintenance of car wash equipment. Cleaning and maintaining facility inside and outside. Ensuring that every vehicle is receiving a quality car wash. Educating customers on our wash services and answering questions. Salary: \$13.00 per hour. Experience: Customer Service: 1 year (Preferred). Education: High school or equivalent (Required). Shifts: Morning (Required). Mid-Day (Required). Evening (Required). Please fill out an online application at [www.AutoWashCarWash.com/employment](http://www.AutoWashCarWash.com/employment).

Indeed 1/22/19

#### **CDL Driver (Penn Yan, NY)**

- Suburban Propane LLC is seeking a CDL Driver. We invite you to apply to be one of our local Delivery Drivers and join a team of passionate and professional individuals committed to customer service. As a Delivery Driver, you will have access to an exciting career that gets you behind the wheel of trucks equipped with the latest technology to help ensure that fuel arrives to our customers safely, on-time and with ease. Responsibilities: Deliver fuel in a safe and efficient manner; Maintain the delivery truck which includes reviewing the maintenance record, performing inspections and reporting all vehicle conditions requiring attention for continued safe operation; Provide superior customer service; Account for funds and inventory with a user-friendly handheld terminal. Qualifications: Clean driving record with a valid Class A or B Commercial Driver's License with HAZMAT, tanker, and air brake endorsements as well as a valid Medical Examiner's Certificate allowing for operation in interstate commerce; Ability to lift and pull equipment that weighs 50 to 75 lbs. Exceptional customer service skills. To apply, contact the employer online: Website: <https://nlx.jobsyn.org/263e8f32e0d343ae814b421e6d9e860216>.

OSOS 1/17/19

#### **Shuttle Driver (Keuka Park, NY)**

- The primary responsibility of the shuttle driver will be to transport students to and from destinations for official business, off-campus classes, class trips and recreation and entertainment opportunities. Drivers will also assist with parking shuttles for special events sponsored by Keuka College. Must maintain valid NY State Class C Driver's License with Passenger Endorsement and a New York State medical certificate. Drivers must be a minimum of 21 years of age. For complete details visit: <https://nlx.jobsyn.org/87fa862dcf464de38cb0d0db129a581d161>

OSOS 1/10/19

#### **Furniture Delivery Person (Geneva, NY)**

- Ashley Homestore has an immediate full time opening. Full line furniture store needs furniture delivery driver. Must be motivated, have a clean D/L, able to interact with our customers in their home, think on your feet, and be reliable. We offer a friendly, upbeat, progressive work environment, full training and excellent pay. We offer enhanced pay to folks with prior experience or a strong willingness/ability to learn. Apply in person or email resume to Ashley Homestore - 258 Exchange St - Geneva, NY - Ask for Jim. No calls please. No CDL required.

Craigslist post id: 6791057990 1/9/19

#### **Bus Operators (Penn Yan, NY)**

- Yates Transit Services Inc. is seeking Full Time and Substitute Bus Operators. Duties & responsibilities include: driving bus or other revenue service vehicles to transport passengers over specified routes to local points according to a time schedule. Will assist passengers with boarding and alighting the vehicle. Complies with all local and state traffic regulations. \$12.50 per hour. License: Commercial Driver License with Passenger Endorsement. Apply on website: [www.yatesttransitservice.com](http://www.yatesttransitservice.com).

Dundee Observer 1/16/19

#### **Delivery Driver/Warehouse Specialist (Hall, NY)**

- Nutrien Ag Solutions is currently seeking a full time, year-round Warehouse Specialist/Delivery Driver for our Hall location. This exciting position comes with a competitive wage, health insurance, 401K, paid vacation and other benefits. Nutrien is a leading agricultural input company specializing in dry & liquid fertilizer, agricultural chemicals and vineyard supplies. As a

part of our professional team, you will need a valid CDL-B driver's license (or ability to obtain shortly after hire) with a clean driving record. You'll also need to be able to pass a drug screening and background check upon hiring. Forklift experience is a definite plus, but we can train the right person. You'll also need to be able to safely lift 50 lbs. We tend to be busiest in the spring/early summer seasons, so you'll need to be dependable and work overtime during this period. Duties will primarily consist of loading and unloading trucks, assembling customer orders, delivering orders to local farms and basic equipment maintenance. Many other duties may come up on the job, so please be willing to help out in any way possible. This job will keep you moving and busy with little idle time. If you have an interest in joining our team, please email your resume to [heather.bootes@nutrien.com](mailto:heather.bootes@nutrien.com) or stop in and fill out an application in person at 4685 County Rd 5 Hall, NY 14463. Office phone number is (585) 526-5364. Craigslist post id: 1/15/19

## **CUSTOMER SERVICE/SALES**

### **Assistant Store Manager Trainee (Penn Yan, NY)**

- Under the direction of the store manager, oversees the operation of a Walgreen store. Assumes full management responsibility in the absence of the store manager and assistant store manager. Improves store sales, profitability and image through proper merchandising, protection of store assets, supervising team members in the absence of the store manager, and modeling and delivering a distinctive and delightful customer experience. Completes Drug Store Management training program during specified timeframe. For complete details contact the employer on-line:

Website: <https://nlx.jobsyn.org/717c9add7a144c9aa3a335d3a8aa6e84161>

OSOS 1/5/19

### **Store Manager (Penn Yan, NY)**

- Byrne Dairy is seeking a Store Manager. As a Store Manager, it will be up to you to create and build upon a positive and family-oriented culture and a profitable retail business environment, with the overall goal of helping us to continue to grow a successful organization. From overseeing financials and employee development to ensuring that the store is kept clean, you will take a direct and active role in all aspects of the day-to-day operations of your assigned store. Specific Qualifications: Basic computer and internet proficiency. High School Diploma, Associate degree preferred. Minimum 2 years retail management experience. Experience preparing and administering performance management and a progressive discipline process, a plus. Ability to plan and achieve long and short-term goals. Strong leadership abilities with proficiency in the coaching and development of employees. For complete details visit:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1548447691986&rs=1&fromage=last&vjk=b1b88cc960f71820>

Indeed 1/25/19

### **Overnight Merchandising Manager (Geneva, NY)**

- BJ's Wholesale Club is seeking an Overnight Merchandising Manager. Job Summary: Responsible for club merchandising, ensuring merchandise is available for sale in proper quantities throughout the store, delivering a positive service experience to members, overseeing and directing the work of merchandise department team members, and acting as a key holder for the store and as the manager on duty. Qualifications: Valid Driver's License required. Forklift operator required. At least 18 years of age. Must successfully complete required training and certification processes. Must demonstrate leadership capabilities, including supervising cross-functional teams, training team members, and driving and communicating results. Prior forklift operating and merchandising experience preferred, but not required. High school diploma, college degree, and/or big box wholesale, retail, grocery and/or management experience is preferred. Open shift availability required. Environmental Job Conditions: Most of the time is spent standing and moving about continuously on hard surfaces. Frequent need to position oneself to examine and/or scan merchandise, as well as to bend, climb, crawl, kneel, push, pull, reach, move side to side, stoop, and climb ladders/step stools. Requires use of a pallet jack to pull and push pallets. Requires operating a forklift. Frequently requires lifting objects up to 30 pounds. May require lifting and moving heavy and/or awkward objects more than 30 pounds with assistance. Usually perform job in a comfortable environment surrounded by moving machinery and/or loud equipment that may require shouting, in order to be heard. Occasional exposure to temperature extremes in freezer or cooler units. There may be occasional exposure to company approved chemicals and cleaning agents. For complete details and to apply, please visit:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1548260861054&rs=1&fromage=last&vjk=99f6d5a2b8e892f4>

Indeed 1/24/19

### **Inventory Specialist (Geneva, NY)**

- Staples is looking for an Inventory Specialist. Position Summary: Responsible for maintaining accurate inventory controls through adherence to company guidelines and policies. Provides exceptional customer service, with a focus on creating a customer centric environment. Coaches to ensure accuracy of inventory and proper back room operations. General Purpose:

Customer Service, Inventory controls, Back-Room Operations, Merchandising and signing standards. For qualifications, responsibilities and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1548260861054&rs=1&fromage=last&vjk=5869aca33ab1bb5d>

Indeed 1/24/19

#### **Sales Associate (Penn Yan, NY)**

- 7 Eleven is looking for a Sales Associate. The Sales Associate is a key employee whose actions have a direct effect on the store quality for our guests, in addition to ensuring profitability of our stores. This position is responsible for providing prompt, efficient, effective, safe and courteous quality services to the guest. Must be at least 18 years or older to apply. High School diploma or GED is preferred. Previous sales experience is preferred. Must be committed to work assigned hours and/or adjust work schedule as requested by manager. Must be able to work flexible hours (nights, weekends, and holidays.) Stores operate 24 hours a day, 7 days a week. For a complete list of duties, responsibilities and to apply go to:

<https://storecareers-7-eleven.icims.com/jobs/32991/sales-associate/job?hub=15&mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1420&height=500&bga=true&needsRdirect=false&jan1offset=-300&jun1offset=-240>

Indeed 1/23/19

#### **Merchandising Sales Associate (Geneva, NY)**

- Lowe's Inc. has an opening for a Merchandising Service Associate. The MSA is primarily responsible for completing all assigned merchandising reset and service related projects accurately, on time, and in accordance with merchandising and safety standards. The MSA is responsible for building displays, processing damaged products, rotating and pricing stock, resolving project issues or questions, checking third party work completion, and providing proof of project completion. This is hourly full-time or part-time role generally scheduled 39 to 40 or 10 to 25 hours per week, respectively. More hours may be required based on the needs of the business. Requires morning, afternoon, evening and overnight availability any day of the week. May be asked to travel between stores within the district. For complete details and to apply go to:

<https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=03f546ec8bf3e195>

Indeed 1/23/19

#### **Cashier/Clerk (Geneva, NY)**

- Walgreens is looking for a Cashier/Clerk. The position provides excellent customer service by assisting customers with their shopping needs, answering customer inquiries, and resolving customer complaints. Completing customer transactions on the cash register. Reconciling cash register drawers at the end of the shift. Ensure the proper identification is produced when selling alcohol, tobacco, and lottery tickets, if applicable. For a complete list of responsibilities, qualifications and to apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&fromage=last&start=10&vjk=d583f27465eed2d9>

Indeed 1/21/19

#### **Head Cashier (Geneva, NY)**

- Lowe's Inc. has an opening for Head Cashier. The Head Cashier manages all checkout functions by processing sales transactions and refunds, monitoring cash drawer amounts, and maintaining checkout area. Also oversees coverage of registers and store supply usage, performs opening procedures, and provides excellent customer service by assisting customers and addressing issues. Job Requirements: Requires morning, afternoon, and evening availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise. 1 year of retail experience. 1 year of experience as a head cashier. 6 months experience working in any department at a Lowe's retail store. 1 year of supervisory experience in any field, including directing, delegating, evaluating, training, and coaching employees. 6 months retail experience detecting common signs of shoplifting (e.g., merchandise hidden inside of containers, merchandise under carts, price labels switched). 1 year retail experience as a cashier. For complete details and to apply go to:

<https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=20ebb5df3056908c>

Indeed 1/21/19

#### **Store Manager Candidate (Penn Yan, NY)**

- Dollar General has an opening for a Store Manager Candidate. This position exists primarily for the purpose of developing internal store manager bench from the assistant store manager population, although external candidates will also be in the program. It is a position to be used to give store manager candidates more experience prior to becoming a store manager, and is to be held for a specified period. Work Experience and/or Education: High school diploma or equivalent strongly preferred. One year of experience in a retail environment preferred for external candidates; four months experience as a Dollar General assistant store manager required for internal candidates. For complete details visit:

<https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=42ff8e1ba6eb5b32>

Indeed 1/10/19

#### **Sales Associate (Dundee, NY)**

- Dollar General is looking for a Sales Associate. The Sales Associate acts as a point of contact for our customers. The duties of the Sales Associate include assisting customers in locating and purchasing merchandise, operating the cash register, stocking merchandise, recovering merchandise, cleaning the store, and performing other duties as assigned by the Store Manager to

maximize store profitability and customer satisfaction while protecting company assets. For complete details visit:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=70&vjk=19ac22df87bacbdb>

Indeed 1/4/19

#### **Shift Leader (Penn Yan, NY)**

- United Refining Company has an opening for a Shift Leader. The Shift leader position is to develop them to become assistant manager's and assist the location manager and assistant manager in the operations of the store, as well as help in the developing of new cashiers/attendants. The shift leader will be able to assist and step in to the Assistant Manager role in the absence of the Manager or Assistant Manager with the day-to-day responsibilities of operating the store within the specific guidelines described by the operating policy. Specific duties and responsibilities include: The Shift Leader will assist in the training and motivation of all store personnel. The Shift Leader is responsible for management of the second shift as described by the operating policy.

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=1b6a99dad5f86cde>

Indeed 1/6/19

#### **Operations Assistant Manager (Geneva, NY)**

- Responsible for assisting with all operational tasks within the store as delegated and assigned by the Store Manager with the main focus on the front-end and sales floor operations. Also assist with the hiring, training and development of store associates as delegated by the Store Manager. Minimum Requirements/Qualifications: Prefer prior retail and management experience. Strong communication, interpersonal, and written skills. Ability to lift, bend and transport merchandise weighing up to 50lbs. Ability to work in a high energy team environment. For a complete list of duties and responsibilities visit:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=30&vjk=da82b73591329f8f>

Indeed 1/9/19

#### **Cashier (Geneva, NY)**

- Sodexo, Inc. is seeking a cashier. The Cashier works primarily in the retail operation, handling cash and credit transactions from Sodexo customers. Their main function is to accurately operate the cash register/POS and complete the transactions. Provides support to the retail operation, including setup, maintaining supplies and products, and assisting in cleanup and closedown.

<https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=09048ba918db057c>

Indeed 1/3/19

#### **Store Manager (Geneva, NY)**

- Family Dollar Store Managers provide leadership, sales management and customer service in all aspect of managing a Family Dollar store. They are responsible for building strong teams to support the communities we serve. Skills & Competencies: Results Driven, Communication Skills, Relationship Management. Position Requirements: Education: High school graduation or equivalent experience preferred. Experience: Retail Management experience preferred. Physical Requirements: Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation. Availability: Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

<https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=1cf1f93319846be3>

Indeed 1/3/19

#### **Store Associate/Stocker (Geneva, NY)**

- Big Lots is seeking a Store Associate/Stocker to perform general store operational duties including cashiering, customer service, truck unloading, stocking, merchandise recovery, and light cleaning or maintenance as assigned. Qualifications: High School Diploma, GED or equivalent work experience required. Must be at least 18 years of age. Ability to work a flexible work schedule including nights, weekends and holidays required. Prior retail experience preferred. Previous experience operating a cash register preferred. Ability to lift, carry, push, and pull a minimum of 50 pounds required. Ability to unload freight, to move product on and off store shelves, to walk, stand, bend, stoop, or kneel for long periods of time, and to move freely throughout store on a continual basis required. Basic English literacy and math skills required.

<https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=7c805fa98df6b8f9>

Indeed 1/2/19

#### **Sales Associate (Geneva, NY)**

- Express Mart Convenience Stores is seeking part-time sales associate for all positions including nights, weekends and overnights. You must have evening and weekend availability to be considered for the position. A Level I Sales Associate is responsible for providing the best buying experience to all guests, generating sales, housekeeping, merchandising, signage, pricing, cash register operations (POS) and loss prevention in accordance with all company policies/procedures and store standards. For complete details visit:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&ts=1545922242048&rq=1&fromage=last&vjk=a1acb4c6c219baae>

Indeed 1/19/19



### **Assistant Store Manager (Penn Yan, NY)**

- Byrne Dairy is seeking an Assistant Store Manager. It will be up to you to create and build upon a positive and family-oriented culture. Ensuring that the store is kept clean, you will take a direct and active role in all aspects of the day-to-day operations of your assigned store. Specific qualifications include: Valid NYS driver's license. High School Diploma, Associates degree preferred. Minimum 2 years retail management experience. Willingness to work flexible hours including evenings, weekends, and holidays. Strong leadership abilities with proficiency in the coaching and development of employees. For a complete list of duties:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&vjk=69bef9b31cd09195>

Indeed 1/19/19

### **Sales Associate (Geneva, NY)**

- Valu Home Centers has an opening for a part time sales associate. Flexible scheduling and competitive starting wages make this role ideal for students, parents, retirees, busy people, and those looking for a change. You don't need previous retail or hardware experience to be our ideal candidate, just come prepared with an excitement to learn and a drive for providing great customer service. Our paid, on-the-job training will empower you with all of the product knowledge and techniques you need to know. Apply today in person at our Valu Home Centers Geneva, NY location: Tops Plaza 361 Hamilton St. Geneva, NY 14456 or online at <http://valuhomecenters.com/join-our-team>. Craigslist post id: 6796182818 1/16/19

## **EDUCATION/SCHOOLS**

### **Resources Intigration Librarian (Geneva, NY)**

- Hobart and William Smith Colleges' Warren Hunting Smith Library seeks to bring onto our team a Resource Integration Librarian. This person will participate in a broad range of library activities, including the assessment, development and coordination of library services and the identification and selection of technologies that will contribute to the richness of the Library's services and collections. This position plays a key role in leading the Library's creation, integration and implementation of a wide range of information systems: including working with the Library's discovery system, building the Library's web presence and curating various online tools. Skills & Experience: M.L.S. from an ALA-accredited program or equivalent. Experience delivering digital services in an academic or comparable setting. Some knowledge of database design, web authoring tools, structured markup and common scripting languages. Demonstrated ability to learn new technologies, staying current with technical developments and encouraging exploration and adaptation in the community. Experience managing projects, and developing collaborative partnerships. Excellent oral and written communication skills. This is a full-time, 12-month, benefits-eligible administrative salaried position. Normal campus office hours of work are 8:30 a.m. to 5:00 p.m. during the academic year with a possible shortened workweek during the scheduled summer hours. Some evening and weekend work may be required. To apply, please visit:

[https://www.hws.edu/offices/hr/employment/adm\\_2019\\_Resource\\_Integration\\_Librarian.aspx](https://www.hws.edu/offices/hr/employment/adm_2019_Resource_Integration_Librarian.aspx)

Indeed 1/24/19

### **Interim School Counselor (Dundee, NY)**

- Dundee Central School has an opening for an Interim School Counselor. Requirements: New York State Certification. Starting Date: (Anticipated) February 11, 2019. Will run through June 17, 2019. How to Apply: Interested applicants should submit: Letter of Intent, Resume, References, Placement Folder, Transcript. An application may be downloaded from our website at: <http://dundeecs.org/staff/applications>. Respond by: February 1, 2019. Correspond with: Kelly Houck, Dundee Central School, 55 Water St., Dundee, New York 14837-1099 (607) 243-5534 Dundee Observer 1/16/19

### **Multiple Positions- Keuka College (Keuka Park, NY)**

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit [https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query\\_v0\\_posted\\_at\\_date=&481%5B%5D=2&commit=Search](https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&481%5B%5D=2&commit=Search) Workforce Development 1/25/19

## **HEALTHCARE/HUMAN SERVICE**

### **Public Health Program Coordinator (Penn Yan, NY)**

- This position involves responsibility for planning, developing, administering and coordinating Yates County Public Health's Emergency Preparedness and Response program. Duties include program development, implementation and evaluation. The incumbent is responsible for preparing statistical and technical reports for projects and is responsible for reporting to funders regarding work plan deliverables. The work is performed under the general supervision of the Supervising Public Health Nurse and the Director of Public Health, with leeway allowed for use of independent judgement. Supervision is exercised over various

subordinate professional, technical and clerical personnel. For complete details and to apply visit:

<https://www.yatescounty.org/203/Personnel>

Workforce Development 1/16/19

#### **Direct Support Professional (Geneva, NY)**

- Lochland is accepting applications for Direct Support Professionals (DSP). At Lochland, we celebrate the abilities of people who have developmental disabilities! Direct Support Professionals (DSPs) provide supports in a variety of settings to ensure residents well-being, promote independence, and develop skills. DSPs also promote having fun, through integration in the community, by going to dinner, movies, bowling, the theater, museums and lots more! DSPs provide support to residents in small residential settings, supporting and teaching daily living skills. Our day services DSPs provide support in our on-site Day Habilitation, off-site Community Habilitation, and work with participants in an Employment Training Program. Services are provided to participants that live at Lochland, and many others across four counties. DSP candidates must possess a positive attitude and lots of energy to have fun! Candidates must possess a high school diploma or GED, a valid NYS Driver's License, reliable transportation, and the ability to complete agency provided training. A background check is also required. Submit resume to: Lochland, Inc., Julie Chiccino, HR Coordinator, 1065 Lochland Road, Geneva, NY 14456 (315) 789-5208.

Applications available at: [www.lochlandinc.org](http://www.lochlandinc.org)

Craigslist post id: 6790673052 1/9/19

#### **Bookkeeper (Penn Yan, NY)**

- Part-time Bookkeeper: Clinton Crest Manor is seeking a motivated, self-directed individual to maintain all financial records, and administer and coordinate various human resources. Anticipated hours are Monday through Friday, 25-30 hours per week, with the possibility of full-time. Bookkeeping education and/or experience, typing and computer skills are necessary, including QuickBooks. Starting rate is \$15.25/hour. Benefits include paid time off, holiday pay, and contribution toward company health insurance program. EOE. Apply in person. Clinton Crest Manor, 411 Liberty St., Penn Yan, NY 14527

315-536-8800.

Dundee Observer 1/23/19

#### **CNA's (Penn Yan, NY)**

- Penn Yan Manor Nursing Home has positions open for full time Evening Shift CNA's. Please send resume and/or application to: 655 N. Liberty St., Penn Yan, NY 14527; fill out an application at the business office or print an application from the website: [pennyanmanor.com](http://pennyanmanor.com).

Chronicle Express 1/9/19

#### **LPN's (Penn Yan, NY)**

- Penn Yan Manor Nursing Home has positions open for full time Evening Shift and Night Shift LPN's. Please send resume and/or application to: 655 N. Liberty St., Penn Yan, NY 14527; fill out an application at the business office or print an application from the website: [pennyanmanor.com](http://pennyanmanor.com)

Chronicle Express 1/16/19

#### **Treatment Plan Coordinator (Penn Yan, NY)**

- North American Dental Group is seeking a Treatment Plan Coordinator who is passionate about providing industry leading patient care and education. Responsibilities - Greet and check in patients creating a great first impression of our practice. Answer phones to schedule patients, answer inquiries, and help resolve any issue. Conduct consultations to educate patients on their treatment plans, discuss financial options, answer any questions, and move forward with treatment. Follow up to ensure patients are scheduled, their insurance is verified, and payments are collected. Qualifications - High School Diploma or equivalent. Minimum of two (2) years' experience in a dental, healthcare, or fast-paced service environment. Experience with scheduling or verifying insurance in a dental or medical industry preferred. Knowledge of dental software and Microsoft Office products as well as the ability to learn new programs. Ability to work in a fast-paced environment possessing excellent interpersonal and organizational skills establishing positive relationships. Commitment to providing exceptional service, support, and education to patients. To apply go to: <https://careers-nadentalgroup.icims.com/jobs/3652/treatment-plan-coordinator/job?mode=job&iis=Job+Board&iisn=Indeed&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

Indeed 1/24/19

#### **Direct Support Assistant Trainee (Penn Yan, NY)**

- NYS Office for People with Developmental Disabilities has an opening for a Direct Support Assistant. This position provides a wide variety of person centered supports and services to individuals with developmental disabilities. These supports and services involve advocating for, encouraging, guiding and teaching individuals in expressing personal choice, developing daily living skills and habits, taking care of their personal needs, assuring community integration, ensuring for their health and safety, and maintaining a healthy, safe home environment. The supports and services performed depend upon the specific abilities of the individuals being served and the nature of the setting where the activities are performed. This is a full-time position. For more information go to:

<https://www.indeed.com/jobs?q&l=14527&fromage=last&start=20&vjk=e20d4b9032cf72b5>

Indeed 1/11/19

**Direct Support Professional (Geneva, NY)**

- Catholic Charities has Full-time, Part-time and Relief Per Diem Positions available. Primary Functions- Provide support and instruction in activities necessary to promote and maintain independence and self-determination for individuals with intellectual developmental disabilities receiving services living in a Catholic Charities Community Services residential setting. Qualifications-High School Diploma or equivalent. One year of practical experience working with individuals with developmental disabilities preferred. To apply, contact the employer online at Web-site: <https://www.cccsrochester.org/>

OSOS 1/9/19

**Multiple Positions- Pro Action of Steuben and Yates****Full Time Opportunities**

- Employment Development Specialist
- Head Start Home Visitor – Yates County
- Head Start Home Visitor – Hornell
- Head Start Resource Advocate – Avoca & Campbell-Savona
- Home Visitor – Yates County
- Lead Teacher for 3-year-olds in Hornell
- Infant Teacher: Hornell
- Toddler Teacher: Hornell

**Part Time Opportunities:**

- Head Start Family Resource Advocate
- Senior Service America Program Employment Opportunities

**Substitute Opportunities:**

- Head Start Classroom Substitutes: Hornell & Canisteo-Greenwood
- Head Start Classroom Substitutes: Addison
- Head Start Classroom Substitutes: Wayland

For full descriptions and to apply for any of the positions listed above, please visit: <http://proactioninc.org/job-opportunities/>

Workforce Development 1/11/19

**Finger Lakes Health- Multiple Positions (Penn Yan, NY)**

- Activities Director - Homestead
- Acute Aide II – NBU - The Homestead
- BioMed Tech II
- CNA LTC
- Certified Nurse Aide Training Program
- Clerk/Receptionist
- Clinical Primary Therapist
- EMT Basic
- ED Crisis Evaluator
- EMT Basic- Cohocton
- LPN Med Long Term Care - Bedside
- LPN Meds Acute - Bedside
- Mechanic II
- Medic 55 Tech
- Medical Technologist
- Nutritional Services Aide
- Radiology Tech
- RN Clinical Leader
- RN Bedside - Emergency Dept.
- RN Bedside - Med/Surgical Acute
- RN Clinical Leader
- RN Long Term Care Clinical Leader- The Homestead
- Security Officer
- Social Worker 1 (BSW)

For a more detailed description and to apply for any of the jobs listed above, please visit:

[https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp\\_job\\_categories.cfm](https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp_job_categories.cfm)

Workforce Development 1/18/19



### **Arc of Yates- Multiple Positions (Penn Yan, NY)**

- Crew Supervisor – Nights and Weekends \$14-14.50 per hour Full Time
- Direct Support Professionals – Days Full time \$11.10 per hour
- Education Associate – DRIVE Program at Keuka College \$11.10 per hour
- Residential Direct Support Professional - Evenings & Weekends in Penn Yan & Dundee \$12.50 per hour
- Registered Nurse – \$52,000-\$55,000
- Substitute Direct Support Professionals for all programs \$11.10 per hour
- Writers (for an up & coming project)

For more details and to apply for any of the jobs listed above, please visit: <http://www.arcofyates.org/Work-With-Us>

Workforce Development 1/25/19

## **HOSPITALITY/RESTAURANT**

### **Café Worker (Penn Yan, NY)**

- Flour Shop Café & Bakery has an immediate part time opening for a Café Worker. Kitchen and customer service experience a must. Job is fast paced and requires multitasking skills. Physical requirements: standing for extended periods of time, maneuvering stairs and lifting over 25 pounds, to name a few. We are in constant motion. To apply see ad on Facebook – Flour Shop Café and Bakery. Workforce Development 1/16/19

### **Executive Sous Chef (Dundee, NY)**

- Veraisons Restaurant, a farm to table restaurant, located at the Inn at Glenora Wine Cellars is seeking an experienced, professional and highly motivated Executive Sous Chef with effective leadership skills to join our culinary team. Qualifications: Minimum 2 year culinary degree; 4 years of culinary kitchen experience required; 2 years of management experience preferred; wine and food pairing knowledge preferred; must be organized, accurate, thorough and self-motivated; must be dependable, able to follow instructions, respond to management direction. For a complete list of duties and responsibilities and to apply, see the ad on Facebook – Veraisons Restaurant. Facebook 1/10/19

### **Line Cooks (Geneva, NY)**

- Belhurst Castle, a premier and famous destination in the Finger Lakes is looking to hire Line Cooks for our two restaurants, Edgar's Steakhouse and Stonecutters Tavern. Belhurst is offering competitive pay, training and advancement. Experience is preferred, but we will train the right candidates! Interested candidates can expect to work as part of a team and must be dependable and reliable! Flexibility is required when it comes to working weekend shifts and holidays. We look forward to hearing from you! Craigslist post id: 6789841626 1/7/19

### **Bartender (Geneva, NY)**

- Belhurst Castle, a premier and famous destination in the Finger Lakes is looking to hire a part time bartender. Interested individuals must be willing to work during the week and weekend flexibility is a must. We're looking for someone who can deliver excellent customer service while serving drinks to wedding and event guests. Experience is required! If you have a dedication to providing excellent service to customers, we want to hear from you! Craigslist post id: 6789845544 1/7/19

### **Servers & Bartenders (Geneva, NY)**

- Fine dining in a very casual, upscale, tourist oriented atmosphere, overlooking Seneca Lake. This is a year-round position. Our normal work hours are Tue-Sat 3:00 pm until 1:00 am closed Sun-Mon. Candidates must have full availability on Friday and Saturday. At least 1 year of experience. Knowledge of wines. Full and part time positions available. Please complete our on-line application at: <https://4gt.wufoo.com/forms/ports-cafe-employment-application/> Ports Cafe 4432 West Lake Road (route 14 south) Geneva, NY 14456. 315-789-2020. Craigslist post id: 6790110523 1/7/19

### **Front Desk Agent (Geneva, NY)**

- Holiday Inn Express is seeking a Front Desk Agent. Serves as the guest's liaison for both hotel and non-hotel services. Functions are an extension of guest service representative duties. Assists the guest regardless of whether inquiries concern in-hotel or off-premises attractions, facilities, services, or activities. Knows how to provide concise and accurate directions. Guest Service Representatives have access to guestrooms and property, therefore character traits of honesty and trustworthiness are essential to this position. Experience in service, sales, telesales or guest relations type of industry is helpful, not mandatory. Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach. Must be able to see and hear. Must be able to speak and read English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness, at all times.

For complete details go to:

<https://www.indeed.com/jobs?l=Finger%20Lakes%2C%20NY&start=70&vjk=a1a024ed4b6cffe>

Indeed 1/23/19

#### **Team Member (Geneva, NY)**

- As a Team Member at KFC you could be the smiling face that greets and serves customers or you could be the cook that prepares our world famous chicken. Whatever job you do, you know what you do matters – to your team and to your customers. You must at least 16 years old. Keep in mind, this is just basic information. You'll find out more after you apply.

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=dd88dcc90186a9b8>

Indeed 1/5/19

#### **Food Service Worker (Geneva, NY)**

- Fastrac has an opening for a full time Food Service Worker. Must have good people skills and a strong fresh food background. Know how to order as well as prepare fresh foods to Fastrac's specifications. Must be able to follow direction, delegate task, clean and maintain all fresh food areas. Must be able to work with food related equipment needed to prepare fresh made to order and sell pizza such as knives, pizza oven, etc. Food background/experience a must. Food Safety Certification required. Must have 1 to 2 years' experience leading a TEAM in a retail environment. High School Graduate or equivalent a must. Hours, days of the weeks and holidays are based on store's needs.

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1546440216010&rs=1&fromage=last&vjk=79af4764b53cc308>

Indeed 1/6/19

#### **Food Service Worker (Geneva, NY)**

- The Food Service Worker may work anywhere on property where food is prepared. This person will assist in setup and serving of food from counters and steam tables. Duties will include cleaning and sanitizing equipment and work stations. General Qualifications: Willingness to be open to learning and growing. Maturity of judgment and behavior. Maintains high standards for work areas and appearance. Maintains a positive attitude. Ability to work a flexible schedule helpful. Must comply with any dress code requirements. Must be able to work nights, weekends and some holidays. Attends work and shows up for scheduled shift on time with satisfactory regularity. Physical Requirements: Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses. Significant walking or other means of mobility. Ability to work in a standing position for long periods of time (up to 8 hours). Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=10&vjk=5d98174dbcd6966e>

Indeed 1/3/19

#### **Crew Member (Penn Yan, NY)**

- You want to be challenged and have fun, we think we can fit you in. Must be 16 years or older. Open availability a plus. Must be available for weekends. Starting wage \$12.75 per hour. REQUIREMENTS: It's time you worked for someone who will give you the tools to learn, grow and be what you want to be - both personally and professionally. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. As a Crew Person, you may be responsible for: Greeting customers with a smile, taking accurate food orders, preparing all of McDonald's World-Famous food, partnering with other Crew and Managers to meet target goals during your shift, restaurant Cleanliness, ensuring items are well stocked. Apply at:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=495b605676fb4ff0>

Indeed 1/14/19

#### **Crew Closers (Penn Yan, NY)**

- Crew Person for closing - Come join our team. Must be available for weekends. You want to be challenged and have fun. We think we can fit you in. For job openings, give us a try. Must be 18 years or older. Starting wage \$12.75 per hour. As a Crew Person, you may be responsible for: • Greeting customers with a smile • Taking accurate food orders • Preparing all of McDonald's World Famous food • Partnering with other Crew and Managers to meet target goals during your shift • Restaurant Cleanliness • Ensuring items are well stocked. This job posting contains some general information about what it is like to work in a McDonald's restaurant, but is not a complete job description. People who work in a McDonald's restaurant perform a number of different tasks every day, and this posting does not list all of the essential functions of the job.

[https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1csegb8g60bie000&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&of=1&fr=b&fromage=1&vjk=28bd002a63abc3f1](https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1csegb8g60bie000&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&of=1&fr=b&fromage=1&vjk=28bd002a63abc3f1)

Indeed 1/14/19

#### **Cashier (Keuka Park, NY)**

- AVI Foods is currently seeking a Part-time Cashier whose responsibilities will include: Operate a cash register efficiently and accurately; Prepare products and order stock; Ensure the proper signage when needed; Maintain clean, neat and orderly cash register areas. Job Requirements: Accurately record guest transactions; Cashier experience a plus, but not required;

Ability to make correct change and work in a fast paced environment. To apply, contact the employer online: Website:

<https://nlx.jobsyn.org/e1e05fee523a4d95a2112ff5e560b706161>

OSOS 1/3/19

#### **General Manager (Penn Yan, NY)**

- Pizza Hut has an opening for General Manager. Requirements: The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go: You have at least 2 years of leadership experience in the restaurant, hospitality or retail industry with responsibility for financial results. You're all about creating a great place to work for your team. You want to make your customer's day and it shows in the way you are maniacal about serving amazing pizza with a great big smile. You must be at least 18 years old with a valid driver's license, reliable transportation (not public transportation - you may need to drive to make deposits for the restaurant sometimes) and a true desire to learn and grow. To apply, contact the employer online: Website:

<https://nlx.jobsyn.org/19a8b2ffe0c545ec9446a1204529819a161>

OSOS 12/31/18

#### **Server (Penn Yan, NY)**

- Pizza Hut has an opening for a server. Requirements: You must be a fun and friendly person who values customers and takes absolute pride in everything you do; cope well under pressure and thrive on a challenge; have a positive attitude and understand the need to be on time, all the time. You must be at least 16 years old. To apply, contact the employer online:

Website: <https://nlx.jobsyn.org/b73e7e4de2524356b6c9b89dbb7dd0ce161>

OSOS 12/31/18

#### **Shift Manager (Penn Yan, NY)**

- We have a great culture at Pizza Hut and look for people with a similar mindset. You're the honest, energetic and approachable type; able to get along and communicate easily with people at all levels. You're never short of a smile and take real pride in your work; cope well under pressure and thrive on a challenge. A natural leader, you sincerely value customers and champion teamwork. You're all about teaching new things and motivating the team to work together. You set high standards for yourself and the people you work with - you love keeping things clean, safe and fun for the team and the customers. You must be at least 18 years old with a valid driver's license and reliable transportation. To apply, contact the employer online: Website: <https://nlx.jobsyn.org/589c935b0ffc413fbc0d41d073770004161>

OSOS 12/31/18

#### **Driver (Penn Yan, NY)**

- Pizza Hut has an opening for a Driver. Requirements: A clean driving record. Safety is our priority. You'll also need a valid driver's license, insurance and reliable vehicle. Must have a friendly demeanor and keen sense of direction. Our delivery drivers need to be at least 18 years old. You will also need some basic math skills. To apply, contact the employer online:

Website: <https://nlx.jobsyn.org/e3b2ef6a1f9841c0a390c8db959ea0e8161>

OSOS 12/31/18

#### **Production (Penn Yan, NY)**

- Pizza Hut has an opening in Production. Requirements: The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go: You're a fun and friendly person who values customers and takes absolute pride in everything you do. Communication skills are key - you're not going to be able to text message customers back and forth. In other words, you should be comfortable talking to strangers. You've got a positive attitude and understand the need to be on time, all the time. With loads of energy, you understand that work is easier - and more fun - with some teamwork. And you're at least 16 years old. Keep in mind, this is just basic information. You'll find out more after you apply. To apply, contact the employer online:

Website: <https://nlx.jobsyn.org/f73ecb4efe31420f90aca87658980ef7161>

OSOS 12/31/18

## **LABOR/AGRICULTURAL**

#### **Farm Workers and Laborers (Dundee, NY)**

- Hermann J. Wiemer Vineyard has Full-Time Seasonal H2A Jobs available 2/15/2019-12/25/2019. Manually plant, cultivate, and harvest grapes. Use hand tools, such as shovels, trowels, pruning hooks, shears, and knives. Duties include: tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; cleaning, packing, and loading harvested products. Construct trellises, repair fences and farm buildings, or participate in irrigation activities. Operate tractors, tractor-drawn machinery, and self-propelled machinery. Requirements: Must have 1 month of experience in described tasks. Employer will train. Exposure to extreme temperatures, repetitive movements, extensive sitting. Extensive pushing and pulling, extensive walking, and frequent stooping. To apply, contact the employer by telephone: Andrea Long (607) 243-7971

OSOS 1/14/19

### **Farm Workers and Laborers (Penn Yan, NY)**

- Martini Vineyards, Inc. has Full-Time H-2A Seasonal Jobs available 2/18/2019-10/18/2019. Plant cultivate and harvest grapes. Duties include but are not limited to: pruning vines, tying vines to trellis, weeding, thinning crop, canopy management, trellis installation and repair. Use of hand tools including but not limited to shovels, hoes, shears, clippers, loppers and saws. Bending, stooping and kneeling required. Work is done in fields for long periods of time, requiring repetitive movement and extensive walking. Requirements: Worker must have 2 months of prior work experience. Employer will provide one day of training. Exposure to extreme temperatures. Lifting requirement of 50 lbs. Repetitive movements, extensive pushing /pulling, extensive walking and frequent stooping. To apply, contact the employer by telephone, or by email: Phone: Sarah Eighmey (315) 536-2182. Email: [Sarah@anthonyroadwine.com](mailto:Sarah@anthonyroadwine.com) OSOS 1/14/19

### **Custodian (Keuka Park, NY)**

- Finger Lakes Premier Properties is looking for a responsible custodian to maintain and protect our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism. It is the responsibility of the Custodian to support Finger Lakes Premier Properties' goals to protect and maintain our client's facilities, by providing superior property cleanliness and customer service, and to maintain a professional image at all times. Custodians are responsible for ensuring all established cleaning procedures and guidelines are followed; maintains a consistent, high quality cleaning service. Delivers personalized service that attends to our client's needs, and meets or exceeds all service standards. The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs. For a complete list of responsibilities, qualifications and to apply, please visit: <https://fingerlakes.craigslist.org/lab/d/keuka-park-custodian-full-time-1300-hr/6801909994.html> Craigslist post id: 6801909994 1/23/19

### **Foreman (Geneva, NY)**

- Nardozi Companies is looking for a professional and enthusiastic Foreman to add to our growing team. Full-time work within a 60-mile radius of Geneva, NY with a focus in Ontario and Monroe counties. We are looking to hire immediately. Requirements/Experience: Minimum of 3 years of experience as a Base Foreman in road construction, within the past 5 years. Knowledge of base, construction methods, road construction materials, heavy equipment. To apply for this exciting opportunity, please email your resume to [Alexis@NardoziCompanies.com](mailto:Alexis@NardoziCompanies.com). Craigslist post id: 6794517000 1/14/19

### **Laborer (Geneva, NY)**

- Nardozi Companies has a position available immediately for a skilled laborer in the field of site and pipe construction. Experience: All applicants should have experience. Applicants who have a CDL and experience with site construction, equipment operation, and/or sewer and water main construction are desirable. Expected Hours of Work: This is a full-time position. This position frequently requires long hours and availability to work weekends if required. To apply please email resume to: [Alexis@NardoziCompanies.Com](mailto:Alexis@NardoziCompanies.Com) Craigslist post id: 6794527709 1/14/19

### **Heavy Equipment Operator (Geneva, NY)**

- Nardozi Companies has a position available immediately for a skilled equipment operator in the construction industry. Experience: All applicants should have experience in working with heavy equipment in the area of site construction. Experience working with sewer and water mains are also a plus. Expected Hours of Work: This is a full-time position. Overtime is available. To apply email resume to: [Alexis@NardoziCompanies.com](mailto:Alexis@NardoziCompanies.com). Craigslist post id: 6794508648 1/14/19

### **Janitorial (Geneva, NY)**

- Global Industrial Services has an opening for a Cleaner. This is a part time evening position. The responsibilities include cleaning all common areas, bathrooms, offices hallways, and other areas required. This is perfect for the person looking to supplement your income. Experience is not necessary but helpful. We are willing to train the right person. Transportation is a must. <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=211e92c8c7df63f2> Indeed 1/24/19

### **Yard Laborer (Geneva, NY)**

- Casella Waste Systems, Inc. has opened a search for a full time Yard Laborer to join our facility located in Geneva, NY. Responsibilities & Duties: Cut up scrap totes; Clean totes; Paint and wash dumpsters; Keep a clean and organized yard; Maintain a safe working environment. For a complete list of qualifications and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1548260861054&rs=1&fromage=last&vjk=6139d015c2dcd1b7> Indeed 1/24/19

### **Cleaner (Penn Yan, NY)**

- Connect-A-Service has an opening for a cleaner. Housekeeping for residential, commercials, and rental properties. Also, some odd jobs and yard care. To apply, contact the employer in person, or by telephone: Jan Butler, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. Phone: Jan, (315) 536-4733. OSOS 1/15/19

## **OFFICE WORK/MANAGEMENT**

### **Deputy of Public Works (Penn Yan, NY)**

- The Village of Penn Yan is seeking candidates for Deputy Director of Public Works: Full time, 40 hours per week. This position consists of: acting on behalf of the Director of Public Works in his/her absence; developing and improving the Village of Penn Yan health and safety programs for public works personnel; administering work of contractors doing work in connection of public assets owned by the Village of Penn Yan; and attending various local, regional, state and national meetings as required along with other specified duties This position will be on a provisional/permanent basis. This is a Civil Service position that is subject to Civil Service rules for eligibility. For more information and to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is Friday, February 1, 2019. The Village of Penn Yan is an equal opportunity employer and a drug free workplace.

Chronicle Express 1/23/19

### **Wastewater Treatment Plant Maintenance Worker (Penn Yan, NY)**

- The Village of Penn Yan is seeking candidates for a Wastewater Treatment Plant Maintenance Worker. This position will be on a provisional/permanent basis. This is a Civil Service position that is full time, 40 hours per week and subject to Civil Service rules for eligibility. For more information and to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is Friday, February 1, 2019. The Village of Penn Yan is an equal opportunity employer and a drug free workplace.

Chronicle Advisor 1/23/19

### **Office Administrator (Penn Yan, NY)**

- Presbytery of Geneva is seeking an Office Administrator. Job description: To provide administrative support to the Presbytery enabling effective and hospitable office management. See full job description and qualifications at <https://protect2.fireeye.com/url?k=131b661c-4f3881c7-13199f29-0cc47aa8c6e0-a26276ffc86c01d9&u=http://www.presbyteryofgeneva.org/employment-opportunities>. To Apply: Send resume electronically to [adminapp@presbyteryofgeneva.org](mailto:adminapp@presbyteryofgeneva.org)

Workforce Development 1/17/19

### **Support Investigator (Penn Yan, NY)**

- Yates County announces a vacancy for: Support Investigator. The work involves responsibility for conducting investigations to determine the location and financial status of individuals financially responsible for the support of their children. The incumbent verifies the absence of a legally responsible relative from a household, locates the individual and secures financial support from them. This position differs from that of Social Services Investigator in that there is no responsibility for fraud investigation. Work is performed under general supervision of a higher level investigator and/or designee of the Commissioner of Social Services with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required. For complete details and to apply visit: <https://www.yatescounty.org/203/Personnel>

Workforce Development 1/16/19

### **Senior Account Clerk Typist (Penn Yan, NY)**

- Yates County announces a vacancy for: Senior Account Clerk Typist – Part Time. The position involves the performance and/or supervision of moderately difficult clerical work and financial account and record keeping tasks, and requires the application of standardized modern account keeping practices in maintaining and checking financial accounts and records. The work involves a substantial amount of time operating a personal computer, and/or other keyboarding or data entry equipment. Incumbents will exercise independent judgment in the application of prescribed procedures and methods to routine cases. Supervision may be exercised over the work of one or more clerical staff. Performs related work as required. For complete details and to apply visit: <https://www.yatescounty.org/203/Personnel>

Workforce Development 1/16/19

### **County Historian (Penn Yan, NY)**

- Yates County announces a vacancy for: County Historian – Part time. The work involves responsibility for collecting and preserving documents, maps, photographs and other materials relating to the history of Yates County. The work also includes responsibility for documenting the history of Yates County as it develops. Incumbents also do research writing and public speaking about Yates County and act as a resource for the general public on ethnic, religious, genealogical,



archaeological or other related information. Work is performed under the general direction of the Clerk of the Legislature. Does related work as required. For complete details and to apply visit: <https://www.yatescounty.org/203/Personnel>

Workforce Development 1/16/19

#### **Experienced Reporter (Geneva, NY)**

- Finger Lakes Media is seeking an experienced Reporter. This is a part time position for the Yates County area. \$16.00 per hour. Please contact [gcl@fingerlakesmedia.com](mailto:gcl@fingerlakesmedia.com). Finger Lakes Times 1/27/19

#### **Secretary/Bookkeeper (Penn Yan, NY)**

- Long's Cards & Books is looking for a reliable, motivated, hardworking individual for a part time position with the option and/or potential for full time. Candidate should be knowledgeable with business accounting, invoicing, accounts payable, banking deposits, etc. Experience with Peachtree and POS systems is preferred. Ideal applicant will have excellent customer service skills and retail experience. Responsibilities may also include merchandise inventory, buying, product display, assisting customers, and various retail duties. Long's is a well established business in a wonderful small town in the heart of the beautiful Finger Lakes Region of western New York State. We serve a large base of year-round and seasonal customers, small businesses and corporate clients. To apply, contact the employer in person: Gloria Long, 115 Main Street, Penn Yan, NY 14527 OSOS 1/11/19

#### **Receptionist (Himrod, NY)**

- Woodtex is looking for a full-time receptionist at their Himrod, NY location. The receptionist schedule includes Saturdays 9 a.m. to 3 p.m., Mondays 8 a.m. to 5 p.m., and three other weekdays 8 a.m. to 5 p.m. This is a salaried position and includes generous PTO and company paid holidays. You must be able to pass a drug screen. Company medical insurance is available. This job description reflects the general details of the specific job and is not necessarily a complete listing of all the work requirements. To see a complete list of duties, qualifications and to apply, please visit: <https://www.indeed.com/job/receptionist-67451c1a25e835db> Indeed 1/25/19

#### **Insurance Representative (Geneva, NY)**

- Carl Helbig Allstate Agency has an opening for a part time Insurance Representative. Licensed property & casualty insurance representative needed to take customer payments, make car changes, cross sell other insurance lines, make payment reminder calls, and follow up on customers' claims. Property and Casualty insurance license required. Must be able to multi task, work well as a team member, be awesome with customers and prospects on the phone and in person. Good keyboarding and math skills needed. Hours: Monday - Friday 11:30 a.m. until 4:30 p.m. Hourly, plus bonuses, plus commissions. Salary: \$13.00 to \$14.00 /hour. Experience: property & casualty insurance; 1 year (Preferred). License: Property and Casualty License (Preferred). <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=dd08f36fe544bbf5> Indeed 1/8/19

#### **Administrative Assistant (Geneva, NY)**

- Nardozi Paving & Construction has an immediate opening for an Administrative Assistant. We are seeking an organized, responsible, self-motivated Administrative Assistant to add to our successful team. The Administrative Assistant will be expected to perform a variety of administrative and clerical tasks as well as provide support to our managers and employees while assisting in daily office needs. Qualified applicants should submit resume via email to [Alexis@NardoziCompanies.com](mailto:Alexis@NardoziCompanies.com) Craigslist post id: 6794963976 1/14/19

#### **Account Manager (Keuka Park, NY)**

- Premier Properties is seeking an Account Manager. The Account Manager assists the Director of Operations with the organization and oversight of the campus's grounds, maintenance and custodial needs. These departments in turn deliver high quality property management services to our client Keuka College. The ideal candidate possesses excellent process improvement, interpersonal, communication and organization skills. They display natural inherent leadership qualities, have received management training, possess experiences or related experiences dispatching, problem solving and working with clients with high service expectations. It is essential that candidates work well in and with teams, are resourceful, career oriented, thrive in a dynamic work environment and welcome learning opportunities and seek professional growth. For a complete list of requirements, responsibilities and to apply, please visit: <https://fingerlakes.craigslist.org/bus/d/keuka-park-account-manger/6802085494.html> Craigslist post id: 6802085494 1/23/19

#### **Administrative Assistant (Geneva, NY)**

- Small CPA firm needs experienced dynamo administrative assistant who can start immediately. This is a part-time seasonal position. Candidates should have at least 5 years progressive experience in busy office setting. Must be a detail-oriented person with great phone and computer skills and be experienced with Microsoft Office software. Need someone with pleasant personality, that thrives in busy workplace. We are looking for self-starter, team player and problem solver. Please submit resume and hours/days available if interested. Craigslist post id: 6803131889 1/24/19

### **Bookkeeper/Jr. Staff Accountant (Geneva, NY)**

- Career growth opportunity for right candidate. Local CPA firm is seeking a detail-oriented Bookkeeper/Jr. Staff Accountant to assist with monthly recurring client needs. Primary responsibilities for this position include processing accounts payables and receivables, managing bank reconciliations, posting journal entries. This position will also include assisting with payroll processing, quarterly payroll returns, sales tax returns and W-2 processing. The ideal candidate will have 4+ yrs experience with QuickBooks, Microsoft Excel and Word and Outlook. An Associate's degree in Accounting is preferred. Somewhat flexible work schedule possible. Craigslist post id: 6803134451 1/24/19

### **Administrative Assistant (Geneva, NY)**

- Small CPA firm needs experienced dynamo administrative assistant who can start immediately. This is a full-time position. Candidates should have at least 5 years progressive experience in busy office setting. Must be a detail-oriented person with great phone and computer skills and be experienced with Microsoft Office software. Need someone with pleasant personality, that thrives in busy workplace. We are looking for self-starter, team player and problem solver. Hours will be approximately 8:30 am - 5:00 pm. Please submit resume if interested. Craigslist post id: 6803141086 1/24/19

### **Office Assistant (Geneva, NY)**

- Small downtown business looking for qualified individual to fill an open position for an Office Assistant. Responsibilities would include but are not limited to scheduling, data entry, answering phones, accounts payable/receivable, payroll, maintaining office supplies and appearance, light retail sales, filing and some bookkeeping along with inventory and ordering. Potential candidate must have customer service experience, good typing skills and knowledge of various computer functions (quickbooks is a plus), combined with a willingness to learn. Must be able to work under limited supervision. Familiarity with local area and surrounding towns would be very helpful. Ability to multi-task is a must for success in this position. Pay is negotiable based on experience. Work hours are Monday-Friday 8-5, and two Saturday half days per month. Please reply with resume asap. Craigslist post id: 6796519087 1/16/19

### **Manager-Tax/Accounting (Geneva, NY)**

- Career opportunity for CPA in search of a new home. Small, well-established Finger Lakes CPA practice has need for experienced tax and accounting person. This is hands-on position requiring great communication skills, great accounting and tax skills and office and personnel management experience. Partnership opportunity for the right individual. Please send resume and salary requirements if interested. Craigslist post id: 6788306019 1/6/19

### **Tax Preparer and/or Reviewer (Geneva, NY)**

- Small CPA firm needs experienced tax return reviewer and preparer for busy season. Candidates should have at least 5 years progressive experience with CPA firm or reputable tax return prep firm. Experience with Lacerte helpful. Must be able to work flexible schedule. Please submit resume if interested. Craigslist post id: 6780639240 12/26/18

## **SKILLED/MANUFACTURING**

### **Meter Reader (Penn Yan, NY)**

- The Village of Penn Yan is seeking Candidates for a Meter Reader. This position will be on a provisional/permanent basis. This is a Civil Service position that is full time, 40 hours per week and subject to Civil Service rules for eligibility. For more information and to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is Friday, February 1, 2019. The Village of Penn Yan is an equal opportunity employer and a drug free workplace. Chronicle Advisor 1/23/19

### **Construction Worker (Penn Yan, NY)**

- On The Level Remodeling is looking for someone to help with a local remodeling business. Jobs include heavy lifting, ladder work and most phases of construction work. Experience preferred but not required. Pay based on previous work experience. Contact Joe Brodmann at 315-694-2658 or [pylaxjoe@verizon.net](mailto:pylaxjoe@verizon.net) Facebook 1/8/19

### **General Construction (Penn Yan, NY)**

- Keuka Housing Council, Inc. is seeking general construction contractors for a variety of home improvement projects. Minority and Women-Owned Business Enterprises and Service-Disabled Veteran-Owned Business are urged to participate. Must be EPA certified, carry Liability & Workers Comp. insurance. Call Shawn Blauvelt at 315-536-8707, Ext. 5 for more information. Dundee Observer 1/2/19

### **Assistant to Engineering Manager (Geneva, NY)**

- Vance Metal Fabricators is currently seeking an Assistant to the Engineering Manager to support all activities in the Engineering Department. Successful candidate will have the ability to utilize AutoCad, be proficient utilizing Word and Excel

software and have a familiarity with electronic file management systems. Possession of an Associate's Degree and one year of experience in an Engineering Department is preferred. Craigslist post id: 6803799719 1/25/19

#### **Insulation Installer (Geneva, NY)**

- Insulation installer needed for a dome project in Geneva NY. Will train on installation procedures. Project start date of 1/21. Aerial Boom Lift Certification is required. Must have your own safety harness. OSHA 10 preferred. Reliable transportation a must. Must be able to show up to work every day, on time. Pay rate range \$20-\$23. Apply Below:  
<https://form.jotform.com/PRST/simple-job-application-form> Craigslist post id: 6792573442 1/11/19

#### **Flooring Installer (Penn Yan, NY)**

- Cole's Furniture and Floor Fashions is looking for a professional floor covering installer for all types of flooring installations. Must have experience in vinyl and carpet installations. This is a contract position paying per square foot or yard of installation. Areas of work include: Yates, Ontario, Schuyler, and Steuben Counties.  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1548260861054&rs=1&fromage=last&vjk=0a714323fb8c8590> Indeed 1/24/19

#### **Utility Worker (Geneva, NY)**

- Sodexo Inc. has an opening for a full time Utility Worker. The Utility Worker is responsible for maintaining kitchen work areas, equipment and utensils. Washes dishes by hand or places them in a dishwashing machine. Washes work tables, walls, refrigerators and meat blocks. Sweeps, mops, cleans and vacuums floors. Removes trash and garbage to designated areas. Transfers supplies and equipment within and between storage and work areas such as pantry and dish room. Cleans equipment using specific chemicals to ensure sanitary standards. Polishes silver. May wash pots. For a complete list of responsibilities, experience and qualifications visit:  
<https://www.indeed.com/jobs?q&l=14527&ts=1547153102036&rs=1&fromage=last&vjk=cf7a276435e3952f> Indeed 1/11/19

#### **Fork Lift Operator (Geneva, NY)**

- Seneca Foods has an opening for a Forklift Operator. Operate powered industrial trucks to load and unload materials and deliveries to the plant. Move product and supplies to and from storage areas, machines and loading docks, into railroad cars or trucks or storage facilities. This is a 2nd shift position. Essential Job Functions: Unload, load, transfer, and britestack or finished goods and supplies from trucks, etc. Interpret shipping order or receiving report to determine item to be (un)loaded. Ability to stack and unstack pallets of product in rows up to 5 pallets high. Checks product for quality, and proper shipping information. Complete daily inspection of vehicle before operating, corrects any low fluid levels. Operate lift truck in compliance with all operating procedures. Track, input, change, and update data of inventory. Complies with proper weight distribution on rail cars and trucks. High School education or equivalent. Ability to pass the Seneca Forklift certification test.  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=0b5b0085a9d206d5> Indeed 1/21/19

#### **Machine Operator (Geneva, NY)**

- Seneca Foods Corp. has an opening for a Machine Operator. Responsible for the proper operation of the labeling machine equipment in the Department to ensure that the proper labels are applied to food containers in the approved manner. Complete all required documentation to ensure that customer orders are completed accurately and in a timely manner. This is a 2nd shift position. Essential Job Functions: Operate and monitor the labeling equipment on the assigned line. Ensure that the proper product and label is being utilized. Identify any issues on the line and make any required adjustments. Perform changeovers by referring to shop order instructions for each label run. Enter required product code information into video jet system to print on label as needed. Perform quality checks at required intervals throughout shift (i.e., correct product, label, label application, and case/tray print. Able to learn all phases of labeling process.  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1547824939108&rs=1&fromage=last&vjk=d0a4771af79633d9> Indeed 1/21/19

#### **Painter (Keuka Park, NY)**

- Finger Lakes Premier Properties is seeking a painter. The Painter is responsible for mixing, matching and applying paint to various surfaces, completing touchups and assisting with coordination of large painting projects. Responsible for delivering personalized service that attends to our client's needs, and meets or exceeds all service standards. The ideal candidate will have previous painting experience. They will have great physical endurance to cover a large space. A keen eye for detail and diligence. For complete details and to apply go to:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1547824939108&rs=1&fromage=last&vjk=3dc74bc4def55c4c> Indeed 1/21/19

### **Electrician/Plumber/Handyman (Penn Yan, NY)**

- Connect-A-Service is seeking experienced mature individual(s) in electrical, plumbing, and/or carpentry with a valid driver's license, and reliable transportation to get to and from work. Pay - Based on experience and maturity. Benefits - Per company policy manual. Hours Per Week - Based on assignments part-time to full-time. Duration - part-time to permanent. Work Days - Monday, Tuesday, Wednesday, Thursday, Friday, part-time weekends as needed. To apply, contact the employer in person, by telephone, or by email: Eric, Connect-A-Service, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. Phone: Eric, (315) 536-4733. Email: [connectaserviceinc@gmail.com](mailto:connectaserviceinc@gmail.com). OSOS 1/15/19

### **Quality Control Lab Supervisor (Dresden, NY)**

- Ferro Corporation has an opening for a Quality Control Lab Supervisor. The Quality Control Lab Supervisor is responsible for the daily operation of the QC laboratory which supports testing of raw materials, in-process materials and finished goods on a daily basis. The Lab Supervisor assures that personnel, supplies and procedures are available and meet ISO9000, EHS and Customer requirements. Required Qualifications and Knowledge: BS in Science. Previous experience in managing a lab or prior laboratory experience and demonstrated capability to lead. Good math and science capabilities. Must have statistical experience. Good computer skills as individual will work with Word, Excel, SAP, Paradigm, NWA LIMS. Ability to sit for prolonged periods of time when computer work is required. Ability to interact with lab personnel. Must have knowledge of chemicals, safe handling, MSDS, Hazard Communication, OSHA / EPA and DEC requirements as they pertain to the chemical laboratory. To apply, contact the employer online: Website: <https://nlx.jobsyn.org/9f5ce00183d94c8dbabe861515a910f5161>. OSOS 1/17/19

### **Packer/Inspector (Penn Yan, NY)**

- Silgin Plastics is looking for Bottle Packers in their Penn Yan, NY facility. Several Packaging openings are currently available on both 1st and 3rd shift with opportunities for advancement. Position: Working at a fast pace to inspect and identify any defects in plastic bottles, then pack bottles following specific instruction for each type of bottle. Packer Shift Hours: A and B Shifts 8 am - 8 pm have every other Weekends Off. C and D Shifts 8pm-8am every Other Month is Weekends Off. You will be given a yearly calendar when you are offered any shift. Packer Pay: \$12.03 Day Shift; \$12.53 Overnight Shift. [www.remedystaff.com](http://www.remedystaff.com) 315-781-6200 Workforce Development 1/10/19

### **KanPak- Multiple Positions (Penn Yan, NY)**

- **Packer - Downline- F/T- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shift**
- **Maintenance Technician – 2nd, 3rd shift**
- **Warehouse - Forklift Operator**
- **Project Engineer**
- **Wastewater Treatment Operator – 3rd shift**

To apply for any of the jobs listed above, please visit: <http://www.hirebridge.com/v3/jobs/list.aspx?cid=7799>

Workforce Development 1/18/19

### **Job Leads for Surrounding Counties**

Yates County Job Leads: [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

Ontario County Job Leads: <http://www.co.ontario.ny.us/93/Workforce-Development>

Seneca County Job Leads: <http://www.co.seneca.ny.us/departments/dhs-administration/workforce-department/job-leads/>

Wayne County Job Leads: <http://web.co.wayne.ny.us/workforce-development/workforce-development-job-seeker/>

## Yates County is an Equal Opportunity Employer.

You can apply by mail, in person or online for Current Positions in Yates County, Upcoming Exams or Continuous Recruitment Exams.

A non-refundable examination fee is required for all exams.

*Please note, not all exams listed below are for the County of Yates. Each exam announcement will identify the jurisdiction for which the exam is offered.*

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## Upcoming Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date
76272	<a href="#">CHIEF WASTEWATER TREATMENT OPERATOR - TYPE A</a>	PROM	01/28/19	03/02/19
69223	<a href="#">CHIEF WASTEWATER TREATMENT OPERATOR - TYPE A</a>	OC	01/28/19	03/02/19
61971	<a href="#">CHIEF WASTEWATER TREATMENT PLANT OPERATOR</a>	OC	01/28/19	03/02/19
77969	<a href="#">CHIEF WATER TREATMENT PLANT OPERATOR</a>	PROM	01/28/19	03/02/19
63257	<a href="#">CHIEF WATER TREATMENT PLANT OPERATOR</a>	OC	01/28/19	03/02/19
65728	<a href="#">CONSERVATION DISTRICT TECHNICIANS</a>	OC	02/12/19	03/16/19
67666	<a href="#">PUBLIC HEALTH EDUCATOR</a>	OC	02/12/19	03/16/19
62152	<a href="#">PUBLIC HEALTH SPECIALIST</a>	OC	02/12/19	03/16/19
69222	<a href="#">WASTEWATER TREATMENT PLANT OPERATOR - TYPE A</a>	OC	01/28/19	03/02/19
62436	<a href="#">WATER TREATMENT PLANT OPERATOR</a>	OC	01/28/19	03/02/19

### Competitive Class Positions

The competitive class of civil service consists of positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations. These examinations are either open competitive, that is, open to all applicants meeting the minimum qualifications for the position; or, promotional, for those individuals already serving in a lower position within the same jurisdiction as the existing vacancy.

Provisional appointments may be made to positions in the competitive class if no list of eligible candidates exists. All provisional appointees are subject to passing a competitive examination and be reachable on any list established as a result of such an examination.

**OC = Open Competitive** - exams open to the public.

**PROM = Promotional** - exams for current employees.

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## Continuous Recruitment Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date
YC-5	ACCOUNT CLERK TYPIST	CR	N/A	N/A
YC-6	CASEWORKER	CR	N/A	N/A
YC-3	CLERK	CR	N/A	N/A
19070	COMPUTER AIDE	CR	N/A	N/A
18842	COMPUTER TECHNICAL SPECIALIST	CR	N/A	N/A
	CORRECTIONS OFFICE/COURT SECURITY (PART TIME)	CR	N/A	N/A
	CORRECTIONS OFFICER (PART TIME)	CR	N/A	N/A
YC-11	CUSTODIAN	CR	N/A	N/A
YC-10	CUSTODIAN (PROMOTIONAL)	CR	N/A	N/A
	DEPUTY SHERIFF (PART TIME)	CR	N/A	N/A
	DISPATCHER (PART TIME)	CR	N/A	N/A
YC-4	KEYBOARD SPECIALIST	CR	N/A	N/A
	MARINE PATROL OFFICE (PART TIME)	CR	N/A	N/A
YC-9	OFFICE ASSISTANT I	CR	N/A	N/A
	PHYSICAL THERAPIST	CR	N/A	N/A
YC-8	SENIOR TYPIST/SENIOR KEYBOARD SPECIALIST	CR	N/A	N/A
19208	SYSTEMS ANALYST (EXAM REQUIRED)	CR	N/A	N/A
YC-12	WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER	CR	N/A	N/A

Positions can be applied for at any time, and the eligible list will be used to fill vacancies as they occur. The Personnel Officer of Yates County reserves the right to terminate continuous recruitment and re-establish a periodic, announced-date type of examination.

**OC = Open Competitive** - exams open to the public.

**PROM = Promotional** - exams for current employees.

**For complete details and to apply, please visit:** <https://www.yatescounty.org/203/Personnel>

## January 2019

### January 2019: Yates County Workforce Development Calendar of Events

**\*Important Notice: This calendar is to be used for Temporary Cash Assistance applicants & recipient's activities. You may request copies at the WFD front-desk.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1  <b>HOLIDAY OFFICE CLOSED</b>	2  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	3	4	5
6	7  <b>HSE:</b> 9am-12pm	8	9  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	10	11	12
13	14  <b>HSE:</b> 9am-12pm <b>Jump Start:</b> 1:00 PM	15	16  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	17	18	19
20	21  <b>HOLIDAY OFFICE CLOSED</b>	22	23  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	24	25	26
27	28  <b>HSE:</b> 9am-12pm	29	30  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	31		

**\*Notes:**

\*HSE: High School Equivalency

\*Monthly Exemption Meetings: Held every 1<sup>st</sup> Tuesday of the month at Workforce Development.

Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph.: (315)536-5140 & Fax: (315)531-3456  
Career Planning Assistance Computers & High-Speed Internet Copy, Fax & Phone Services Book & Newspaper References Counselors Available for Assistance



## Finger Lakes Hired, ACCES-VR and Finger Lakes Works! invite you to the 1st Advanced Manufacturing Recruiting for Careers Fair

Finger Lakes Hired is partnering with ACCES-VR to bring qualified businesses to your doorstep. Each job seeker will be selected by our agencies and is looking for either an Entry-Level, Mid-Level or High-Level Advanced Manufacturing position.

### What to Expect

- You will have your own table set up to attract the businesses' attention.
- You will arrange your table in a way that will describe your career in Advanced Manufacturing or a career you are interested in.

### What is the Process

As businesses enter the event, they will stop at tables based on the positions they are looking for and the tables that capture their eye. At that time, you will be able to speak with the business to sell your skill set. You will have your own table to set up to highlight your skills and accomplishments in the Advanced Manufacturing industry. When setting up your table, think of a regular job fair and the tables that capture your attention. Incorporate visuals to pull them in, achievements that validate your level of skill and prepare an elevator speech to keep them interested. Recruiting for Careers Fair is a closed event so only a certain number of candidates will be invited. What will you do to stand out from the crowd?

### Incentives

Job seekers who attend this event will have the opportunity to speak 1 on 1 with businesses. In an age where applications are done online and the person to person seems to be a thing of the past, Recruiting for Careers Reverse Job Fair will set you up with a different opportunity to apply for positions.

### Contacts

Recruiting for Careers Fair is a closed event and the orientation will be mandatory in order to attend. Please contact a Finger Lakes Hired or ACCES-VR Representative to acquire more information:

- Jeff Weise – Finger Lakes Hired – [jweise@rochesterworks.org](mailto:jweise@rochesterworks.org)
- John Beiter – Finger Lakes Hired – [jbeiter@rochesterworks.org](mailto:jbeiter@rochesterworks.org)
- Jennifer Geiger – ACCES-VR – [Jennifer.geiger@NYSED.GOV](mailto:Jennifer.geiger@NYSED.GOV)



A proud partner of the [americanjobcenter](http://www.americanjobcenter.org) network

Finger Lakes Hired is made possible by a \$5.2 million US Department of Labor (DOL) Ready to Work grant. This initiative is fully funded by federal money. Rochester Works! is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.



## **CAREER NAVIGATOR**

### **AN INTENSIVE TRAINING PROGRAM FOR JOB SEARCH & SUCCESS**

**Jump start your job search with this 5-day interactive, strategic approach to proactively managing your future.**

- Learn how to redefine your skills to fit existing and emerging industries and occupations.
- Design a job search strategy to fit your values, skills and goals.
- Learn the marketing techniques that will get your message out to the people that make the hiring decisions.
- Discover the increased power of working in teams, led by certified career professionals.
- Navigate the obstacles and challenges of the changing economy and learn the new rules of job search.
- Master the ability to successfully transition into new directions of employment and control future employment paths.

#### **WHO SHOULD ENROLL IN CAREER NAVIGATOR?**

- If you have a desire to stay in the same field and who want to learn how to compete.
- If you seek an industry and/or career change based upon their transferable skills.
- If you want support in identifying new search strategies, tools and techniques.

#### **Itinerary:**

- Day 1: Ground Work (Foundations, Skill Assessment) STAR Stories
- Day 2: Marketing Me - Marketing Plans, Summary Qualifications
- Day 3: Speed Networking / Resumes & Cover Letters
- Day 4: Resume Reviews & Interviewing
- Day 5: Goal Setting and Search Teams

#### **Dates and Locations:**

**February 25-March 1st, 2019 9 a.m. to 1 p.m.**

**Yates County Workforce Development, 417 Liberty St. Penn Yan**

#### **TO ENROLL, CONTACT:**

[Lisa.Principio@dfa.state.ny.us](mailto:Lisa.Principio@dfa.state.ny.us) or at 315-536-5140 Ext. 5

**Sponsored By: Finger Lakes Workforce Investment Board, Visit us online at: [www.fingerlakesworks.com](http://www.fingerlakesworks.com)**

*Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.*

A proud partner of the  American Job Center® network