

JOB LEADS



Workforce
Development

www.YatesCounty.org/284/Workforce-Development



@YCWFD

@YCWORKFORCE

As of 9/11/2023

AUTOMOTIVE/DRIVER

Various positions (Penn Yan, NY)

- **R & S Automotive** is hiring for the following positions * **Full-Time Auto Mechanic***, must have your own tools and must have experience. * **Full-time Auto Body Worker ***, must have experience. * **Auto Detailer ***, must have three years of experience. **To apply** come by the shop at 15 Commercial Ave, Penn Yan or call Rick Young at 607-542-2647.

Automotive Technician (Penn Yan, NY)

- **Trombley Tire & Auto** is seeking an experienced **Automotive Technician** for a busy shop, must be capable of diagnostics and major repairs. Team environment honestly is #1 priority. Pay is hourly, not flat rate or commission based. Growing shop been in the area for over 60 years! Come join our team and grow with us! Valid Driver's License required. Rate of pay based on experience. **To learn more and apply for the position go to,** <https://www.indeed.com/jobs?q=Trombley+Tire+and+Auto&l=Penn+Yan%2C+NY&vjk=12a2278dcbcd401b>

Oil and Propane Delivery Truck Driver (Penn Yan, NY)

- **Hometowne Energy** is hiring for the position of **Delivery Truck Driver**. You must have a clean driving record and a valid class B CDL license with Hazmat and air brake endorsement. Delivery of heating oil, propane, and diesel fuel to customers. Good customer service skills and the ability to work independently. You need to be able to complete documents in a legible and professional manner. This is a full-time position with a full benefits package. Rate of pay depends on experience \$24.00-\$29.00 per hour. **For further job details and to apply go to,** <https://www.indeed.com/cmp/Sail-Energy-LLC-2/jobs?jk=6ccfb8fd8e8828a7&start=0&clearPrefilter=1>

CUSTOMER SERVICE/SALES

Insurance Account Manager (Penn Yan, NY)

Stork Insurance Agency is looking for a dedicated and organized account representative to join our team. The ideal candidate has an attention to detail, is comfortable working with computers, has a positive attitude, and a strong work ethic. You will be handling correspondence from customers, co-workers, and company representatives. Working with the internal team and our insurance companies to process policy changes, renewals, new business submissions, etc. Skills required are: Updating our agency management system. Licensed Insurance Agent - Property & Casualty (preferred, not required) Bachelor's Degree, Excellent CRM and related software knowledge is required, Excellent phone and e-mail communication skills, Attention to detail. Base pay based on experience, Monday to Friday 8- 4:30. In house training, sick days, holidays, life insurance. Health insurance and 401K. **To apply go to,** <https://www.indeed.com/jobs?q=Stork+Insurance+Agency&l=Penn+Yan%2C+NY&from=searchOnHP&vjk=677ad98f68af18f1&advn=4121280368461714>

Receptionist/ Cashier (PennYan , NY)

- Do you want to work at one of the busiest automotive dealerships in the region where your employer treats you like a member of the family? We at **Friendly Dodge Chrysler Jeep** have an immediate opening for a **Full Time Receptionist / Cashier**. There has never been a better time to advance your career in the automotive industry. Must be an organized, personable individual to assist clients and multi-task. Strong customer service skills & computer experience necessary. Automotive dealership experience is not required. Training may be provided to the right candidate. Receptionist / Cashier experience is preferred. Must be able to work a full time 5-day work week. We will support you daily and help you take your career to the next level. Let us make you an offer! This is a true career opportunity. Come grow with us. Rate of pay \$15 - \$16 per hour, full benefits package. To Apply; <https://www.indeed.com/q-full-time-l-penn-yan,-ny-jobs.html?vjk=4f7792db2bfef519&advn=703711781680130>

EDUCATION/SCHOOLS,



**PENN YAN CENTRAL
SCHOOL DISTRICT**

Penn Yan Central School District has the following positions available:

Bus Drivers Full-time, Part-time and Substitute

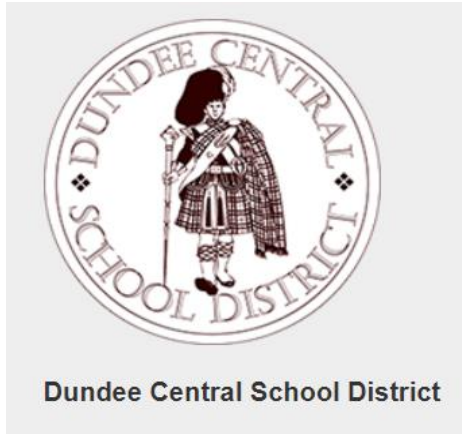
Please complete the Yates County Personnel Office Application. Visit <https://mycivilservice.yatescounty.org/> to apply.



Marcus Whitman Central School District has the following positions available:

Teacher's Aide, Substitute Teachers Aide, Bus Driver Full-time & Part-time, Bus Monitor Full-time & Part-time, Clerk Full-Time Middlesex Valley Primary School, Sub, Bus Driver/Mechanic Helper, Day Cleaner, Evening Cleaner, Food Service Helper Part-time/ SUB, School Nurse Part-time / Sub LPN

Please complete the Yates County Personnel Office Application. Visit <https://mycivilservice.yatescounty.org/> to apply.



Dundee Central School has the following positions available:

Bus Driver Full-time, Bus Driver Part-time

For further information and to apply go to: <https://dundee.recruitfront.com/>

HEALTHCARE/HUMAN SERVICES

Care Manager /Social worker (Yates,Ontario, Steuben Counties)

- **Direct Support Professional (Penn Yan, NY) Catholic Charities Family and Community Services** is seeking **Direct Support Professionals. 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 practical experience working with individuals with developmental disabilities preferred. For more information and **to apply**, go to: <https://www.indeed.com/jobs?q=&l=Penn+Yan%2C+NY&radius=15&fromage=14&vjk=a961b5ae329fb8e5>

Direct Support Professional (Geneva, NY)

- **Lochland** accepts applications ongoing for the Position of **Direct Support Professional. Position Mission:** Works directly with adults who have intellectual and developmental disabilities in their home to ensure their safety and well-being, to promote their independence, have fun through integration in the community with outings to dinner, movies, bowling, and lots more! **Skills and Abilities:** Candidates must possess a positive attitude and lots of energy to have fun! A High School Diploma or GED and a valid New York State Driver's License, plus reliable transportation, and the ability to obtain agency certifications, and flexibility in schedule are required. A background check is required prior to hire. Candidates must have good verbal and written communication skills, basic computer knowledge, but most importantly, a positive attitude. **New Employee Hiring Rate:** \$16.25 Part Time & Full Time. **Benefits Available:** Up to 176 hours paid time earned the first year with increases over time, 5% matching 401K, health insurance assistance, dental insurance, disability insurance, life insurance, cancer insurance. **Submit resume to:** Lochland, Inc., Ms. Julie Chiccino, 1065 Lochland Road, Geneva, NY 14456 OR E-mail: Julie Chiccino jchiccino@lochlandinc.org. <https://lochlandinc.org/employment/>

Various Positions (Penn Yan, NY)

- **Mozaic** is accepting applications for the following positions: * **Bus Driver** * **Caregivers – Residential & Day Program** * **Certified Nursing Assistant** * **Direct Support Professional** * **Overnight Residential Support** * **Skills Coordinator***. For a complete list of job descriptions and **to apply**, go to: <https://www.mozaic.org/jointheteam>

Various Positions (Penn Yan, NY)

- **Finger Lakes Health** is hiring: * **CNA** * **Cook I & II** * **COTA** * **Housekeeping Aide** * **Lead Clinical Therapist** * **LPN** * **Medical Technologist** * **Medical Billing Rep** * **Nutritional Services** * **Supervisor** * **Physical Therapist** * **Rad Tech III** * **RN- Hospital** * **RN- Clinical Leader (Hospital)** * **Security Officer** * For more information and **to apply** online at <https://www.flhealth.org/careers/>. Speak to a Talent Acquisition Specialist at 315-787-4039.

Various Positions (Penn Yan, NY)

- **Finger Lakes Community Health** is hiring people from our community and are always looking for bilingual people! If you're looking to join our team, visit our website and check out our job opportunity page. We currently have openings for: * **Dentist** * **HR Generalist** * **Nurse Practitioner** * **Reproductive Health Program Coordinator** *. For more information and **to apply**, go to: <https://flchealth.bamboohr.com/jobs/>

HOSPITALITY/RESTAURANT

Cook (Penn Yan, NY)

- **Cam's Pizza Fanatics** We are currently looking for some part time help to get some of these orders made and delivered!!!!If you or someone you know is looking for an opportunity to make some extra cash, stop on in for an application!!!!The exact position we're looking to fill is a **COOK** that can also deliver if necessary. There are plenty of incentives..... friendly, fun, family style environment, tips, bonuses, and discounts on food. Come see us!!! Cams Pizzeria, 25 Main St, Penn Yan, NY 14527

Various Positions Penn Yan, NY)

- **Brocks Bowl & Pizzeria** is looking to hire the following ***Pin Chaser (with opportunity for growth)** * **Kitchen Staff** * **Night-time Cleaner*** For more information about these and other potential positions stop by for an application at 201 Brown St, Penn Yan, NY 315-536-9595.

Various Positions (Penn Yan, NY)

- **Union Block Italian at The Landing** Tis the Season! Positions open at Union Block Italian include ***Busser*** and ***Dishwasher***. If you're interested in a Seasonal position or a possible year-round stint, please apply! Online applications at unionblockitalian.com. Come & join the Family!

Various positions (Penn Yan, NY)

- **Mark's Pizzeria** is hiring to expand their team! **To Apply**, come into the store, and fill out an application or online go to, <https://www.markspizzeria.com/employment>.

Various Positions (Keuka Park, NY)

- **Esperanza Mansion & Inn** is looking to fill the following positions* **Bartender** ***Housekeeper*** **Server/Bartender*** to see further job details and **to apply go to**, [Esperanza Mansion & Inn- DBA The Mansion at Keuka Lake Careers and Employment 2023 | Indeed.com](https://www.indeed.com/cmp/Esperanza-Mansion-&Inn-DBA-The-Mansion-at-Keuka-Lake-Careers-and-Employment-2023)

Various Positions (Penn Yan, NY)

- **Indus Hotels** has an opening for the following positions ***Hotel Front Desk Agent*** **Breakfast Attendant*** **Housekeeper** * **Hotel Engineer** * **Laundry Attendant*** **Night Auditor** *. Full job descriptions for each position and to apply, go to: <https://www.indeed.com/cmp/Indus-Hotels/jobs/l-Penn-Yan,-NY>

Crew Member (Penn Yan, NY)

- **McDonald's** is hiring for * **Crew Team Members** * **Guest Experience Lead**. We are hiring driven Crew Members with rates starting at \$16.00 per hour and more!
<https://www.indeed.com/jobs?q=mcDonalds&l=Penn+Yan%2C+NY&vjk=3bd278a7e18cd444>

Crew Member (Penn Yan, NY)

- **Dunkin' Donuts** is hiring for **Crew Member**. Crew Members are responsible for delivering great and friendly guest experiences. They prepare products according to operational and quality standards and serve them with enthusiasm in a clean, fast paced environment. Crew Members work as part of a team to meet our Guests' needs and give them a reason to come back. For more information and **to apply**, go to:
<https://www.indeed.com/jobs?l=Penn+Yan%2C+NY&radius=15&vjk=cedfaba785462168>

Various Positions (Penn Yan, NY)

- **Main Deck** is hiring for the following positions: * **Bartenders*** **Wait Staff** * **Food Runners*** **Bussers** *, For full job descriptions and **to apply**, please visit: <https://www.indeed.com/cmp/Keuka-Business-Ventures,-LLC-DBA-Main-Deck?from=mobviewjob&tk=1gmmao4v7koi2800&fromjk=7c55750e94267197&attributionid=mobvjcmp>

LABOR

Construction Workers (Penn Yan, NY)

- **Experienced construction workers** needed this is a full-time position up to 50 hours per week. Must have a valid drivers license and vehicle. Rate of pay starting at \$20.00 per hour and up depending on experience. To Apply, contact Dan Smith at 607-244-6733

Solar Installer (Penn Yan, NY)

- **Tradeco Construction** is currently seeking **Full-Time Solar Installers** for projects near Penn Yan, NY. As an Installer, you will be responsible for day-to-day field installation of mechanical hardware, racking components, wiring assemblies, and solar modules. Must be able to work 40 – 60 hours per week (weather permitting). Previous experience in PV installations, general construction, or carpentry strongly preferred. Experience with the safe use of handheld and power tools. Interest in safety is a must; OSHA 10 preferred (we can assist with this). Must be able to work in extreme weather/field conditions including cold, wet, & muddy. Must be able to lift 50lbs. Rate of pay is \$18 - \$23/ hour. Benefits include 401k, health & dental insurance, paid time off. **To apply,** <https://www.indeed.com/jobs?q=Tradeco+Construction&l=Penn+Yan%2C+NY&from=searchOnHP&vjk=303a29cda21cc133>

Carpenter and Laborers (Himrod, NY)

- **MRC Construction** is hiring for the position of **Experienced Carpenter Full-Time**. Must have your own tools and reliable transportation. We are also hiring **Laborers Full- Time**. Hours are Monday thru Friday starting at 7AM. **To Apply, Call Mike at 315-694-8918**

Professional Cleaner (Penn Yan)

- **Higher Standard Cleaners at Best Man Home Service** is looking for a **Cleaner** to join our team. Must have an attention to detail, a great attitude, honest, disciplined, and responsible. This is a full-time position. You will be provided the following for this position: A starting rate of \$18 / hour, Company vehicle with gas card, Monthly performance-based bonuses, PTO benefits, Health insurance provided by company. Company pricing system and marketing materials. Company uniforms (Shirts, sweatshirts, hats etc.). Sales training course. Skills training in specific trades. Company provided PPE (Personal Protection Equipment). Daytime, evening, and weekend hours available. Requirements for this position: Ability to complete your own small to medium sized jobs within the period of time you estimate the job to take. Provide high quality work, have excellent communication skills, both verbal and written, the ability to assess the task at hand according to the customer's, requests/ needs. Ability to work both individually and on a team on jobs. Leave every jobsite cleaner than you found it. No experience required if willing to learn. A valid NYS driver's license. BMHS reserves the right to run a background check and driver history report. **To Apply,** complete an application at bestmanhomeservice.com to join our team today!

Contractor (Penn Yan, NY)

- **Best Man Home Service** is looking for an all around **Multi-TradeCraftsman/Sales Position** with skills for building, plumbing,electrical needs. They are offering fantastic benefits and an employee focused work culture. Starting rate \$40,000-\$60,000/ year, Promaster 1500 high top company van with Gas card, monthly performance benefits, PTO, health insurance, company pricing, company uniforms,sales traing, skills training for specific trades,company provided PPE, covered under BMHS Insurances. Send an email to bestmanhomeservice@gmail.com email or go to <https://www.bestmanhomeservice.com/copy-of-contact>

MANUFACTURING

Packers (Dundee, NY)

- **Premium CoPack** in Dundee has Full Time openings for **Packers**. The position works Monday-Friday 7am- 3:30pm. Bonuses are available if you exceed production goals. **Please apply** in person at 19 Union Street in Dundee, NY.

Various positions (Penn Yan, NY)

- **Penn Yan Aero** is looking for applicants for the following full-time positions* **Aviation Parts Specialist* Maintenance Technician* Disassembly Technician* Cylinder Shop Technician* General Shop Technician***. High School diploma, experience and focus on details are needed. For the complete list of requirements for these positions and how to apply online to www.pennyanero.com or send your resume to

Packers (Penn Yan, NY)

- **Silgan Plastics** is accepting applications for * **Maintenance Technician * Packers -Night Shifts Available - 8:00 p.m.- 8:00 a.m. To apply**, go to: <https://www.indeed.com/cmp/Silgan-Plastics/jobs?jk=8f46f83bd642eb0c&start=0&clearPrefilter=1>

Various Positions (Penn Yan, NY)

- **Remedy Staffing** is accepting applications for the following positions: * **Assembly Production* Auto Body Painter * Automotive Painter* Clerical/Admin* Quality Control* Welder * Production Associate* Shop Associate***. For current job listings and to **apply**, go to: <https://www.remedystaffing.com/>

OFFICE WORK/MANAGEMENT

Payroll/HR Coordinator (Penn Yan, NY)

- **City Hill Excavating, Inc** is looking for a **Payroll & HR Coordinator** to join our team. This position requires a high level of accuracy and attention to detail in processing payroll. The Payroll Coordinator will play a crucial role in ensuring that employees are paid accurately and on time. Strong technical accounting skills, as well as proficiency in using payroll software, are essential for success in this role. If you have a strong background in payroll processing, we encourage you to apply. Associate degree or equivalent from two-year College or technical school or one or more years of related experience and/or training; or equivalent combination of education and experience. At least 1 year of experience with payroll systems, processes, and related software programs is desired. Previous experience with prevailing wage reporting is helpful but not necessary. Foundation® Accounting Software experience is a plus. Job cost accounting experience. Full benefits package. Pay is based on experience \$22-\$28 per hour. To learn more and to apply go to, <https://www.indeed.com/l-Penn-Yan,-NY-jobs.html?vjk=c79864992c3c508f>

Receptionist/Administrative Assistant (Penn Yan)

- **Stork Insurance Agency** is looking for an **Administrative Assistant** to join our growing team. Responsibilities include handling incoming phone calls and other communications, greeting clients and visitors, processing payments, updating the agency management system, and performing other organizational tasks and duties. Responsibilities: Handling incoming calls and other communication, greeting clients and visitors as needed, processing payments, Creating, maintaining, and entering information into agency management system. Office Assistant Requirements: High school diploma or associate degree, Computer skills, Organizational skills, Experience with Outlook, Warm personality with strong communication skills, Comfortable performing independent tasks and is an overall self-starter. Full-time position. Benefits 401 k, Health Insurance, paid time off. To apply: <https://www.indeed.com/cmp/Stork-Insurance-Agency-1?from=mobviewjob&tk=1h84j97lvikd8800&fromjk=4e48df9824b08293&attributionid=mobvjcmp>
- **Job Title: IT Field Technician (Independent Contractor)** You will be responsible for providing technical support to our clients, including installation, maintenance, and repair of computer systems and networks. You will also be responsible for troubleshooting technical problems and providing training to our clients. Responsibilities: Provide technical support to clients, including installation, maintenance, and repair of computer systems and networks. Troubleshoot technical problems and provide solutions. Provide training to clients on how to use computer systems and networks. Travel to client locations as needed, this is a field-based position and will require driving. Qualifications: 1+ years of experience in IT field support. Proficiency with computer hardware and software. Excellent troubleshooting skills. Excellent customer service skills. Valid driver's license and reliable transportation. Benefits: Competitive pay and expense spending account available. Opportunity to work with a team of experienced professionals. Chance to make a difference in the lives of our clients. To Apply: Please send your resume and a cover letter to peter@successfullogistics.com We look forward to hearing from you!

Customer Service Representative (Penn Yan, NY)

- **Eastview Veterinary Clinic** is seeking individuals who excel in customer service! Must be reliable, hard-working, empathetic and able to multi-task. Computer and phone skills are a must. Experience is preferred. **Pay:** \$15.00 - \$18.00 per hour. **Education:** High school or equivalent (Preferred). **Experience:** Customer service: 1 year (Preferred). **To apply,** go to: <https://www.indeed.com/jobs?q=&l=Penn+Yan%2C+NY&from=searchOnHP&vjk=5b03b0c33e013a3b>

Various Positions (Keuka Park, NY)

- **Keuka College** is accepting applications for the following positions: ***Student Support Specialist* Assistant Sports Information Director* Program Manager Humanities & Fine Arts* Graphic Designer * Shuttle Driver Pool * Lac Coordinator/ Clinical Instructor * Assiatns Coach Pool ***. For a list of Responsibilities and to **apply,** go to: <https://www.keuka.edu/hr/employment-opportunities>

SKILLED

Oil Propane Service Technician (Penn Yan, NY)

- **Sail Energy LLC dba Hometowne Energy** is seeking an **Oil & Propane Service Technician**. **Position Summary:** The Service Technician is a front-line field position responsible for representing the company on the road and at customer locations. Also, responsible for performing the installation, maintenance, diagnosis, and repair of many types of home heating and comfort appliances, tanks and supply systems while providing quality service to ensure and maintain a high level of customer satisfaction, productivity and safety. This position may also assist in the maintenance of tanks on-site or at customer locations and may be called on to assist with tank setting and removal. **Required Knowledge, Skills and Abilities:** Minimum of two (2) years of experience working as an oil and propane service technician, prior experience in the oil and propane industry preferred. Graduate of High School or equivalent. Must have a valid driver's license. Self-motivated with a

high degree of comfort working independently in managing priorities and making decisions. Demonstrated ability to work as part of a team. Strong sense of professionalism and ability to maintain discretion. Well-developed verbal and written communication skills. Must have a clean driving record. Must be able to pass a pre-employment physical (conducted at our occupational health provider's location). Must meet pre-employment (post offer) eligibility standards set for criminal and other background checks. The employee will primarily work outside. This employee is exposed to moving vehicles and changes in the weather. The noise level in the work environment is usually quiet to moderate. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions. **To apply**, go to: <https://www.indeed.com/l-Penn-Yan,-NY-jobs.html?vjk=0fe062530f170924&advn=7839133802828997>

- **Job Leads for Surrounding Counties**

- Yates County Job Leads: www.yatescounty.org/wfdjobs
- Ontario County Job Leads: <http://www.co.ontario.ny.us/93/Workforce-Development>
- Seneca County Job Leads: <https://www.co.seneca.ny.us/gov/services/workforce/>

Current Vacancies

Name (click to view job description)	Application Deadline	Apply Online
ASSISTANT DISTRICT ATTORNEY - YATES COUNTY - SALARY COMMENSURATE WITH EXPERIENCE - 40 HOURS/WEEK	09/29/23	APPLY
BUS DRIVER - FT - MARCUS WHITMAN CENTRAL SCHOOL - \$18.98 - INCLUDE CURRENT NYS DRIVER'S LICENSE WITH APPLICATION	10/24/23	APPLY
BUS DRIVER - PENN YAN SCHOOL - \$20.62/HOUR - PAID TRAINING	09/30/23	APPLY
BUS DRIVER - PT - MARCUS WHITMAN SCHOOL - \$19.50 - MUST ATTACH CURRENT NYS DRIVER'S LICENSE WITH APPLICATION	10/24/23	APPLY
BUS DRIVER/MECHANIC HELPER - FT - MARCUS WHITMAN SCHOOL - 12 MONTHS/YR - \$19.48/HOUR	09/15/23	APPLY
BUS MONITOR - FT - 10 MONTH - \$15.00/HOUR - MARCUS WHITMAN SCHOOL	10/23/23	APPLY
BUS MONITORS - PT/SUB - MARCUS WHITMAN SCHOOLS - \$14.20	06/15/24	APPLY
CLEANER - PT/SUB - MARCUS WHITMAN SCHOOLS - \$14.20	06/15/24	APPLY
CLERK - FT - MARCUS WHITMAN SCHOOL - \$15.20/HOUR - MUST PAY EXAM FEE AND TAKE EXAM TO BE CONSIDERED	09/15/23	APPLY
CUSTODIAN - FT EVENINGS - MARCUS WHITMAN CENTRAL SCHOOL - \$14.75/HOUR - APPLICANT MUST TAKE THE EXAM AND PAY THE EXAM FEE AT THE TIME OF APPLICATION	09/19/23	APPLY
DAY CLEANER - FT - 12 MONTHS/YEAR - MARCUS WHITMAN SCHOOL - \$14.20/HOUR	09/30/23	APPLY
DEPUTY VILLAGE CLERK - VILLAGE OF PENN YAN - FT - (COVER LETTER AND RESUME REQUIRED IN ADDITION TO COMPLETED APPLICATION)	09/12/23	APPLY
EMERGENCY MEDICAL TECHNICIAN - YATES COUNTY EMERGENCY SERVICES - PT/FT - \$20.12/HOUR - MUST PAY EXAM FEE AT TIME OF APPLICATION	09/30/23	APPLY
EVENING CLEANER - FT - 12 MONTHS/YEAR - MARCUS WHITMAN SCHOOL - \$14.70/HOUR	09/30/23	APPLY
FOOD SERVICE HELPERS - PT/SUB - MARCUS WHITMAN SCHOOLS - \$14.20	06/15/24	APPLY
GROUNDSKEEPER - PT/TEMPORARY - MARCUS WHITMAN SCHOOLS - JULY THROUGH OCTOBER - \$15.00/HOUR	09/15/23	APPLY
LABORER - VILLAGE OF PENN YAN - FT - MAY-SEPT \$14.20 - \$15.20	09/15/23	APPLY

LICENSED PRACTICAL NURSE - PT - \$20/HOUR	05/30/99	APPLY
PARAMEDIC - YATES COUNTY EMERGENCY SERVICES - PT/FT - \$26.84/HOUR - MUST PAY EXAM FEE AT TIME OF APPLICATION	09/30/23	APPLY
REGISTERED PROFESSIONAL NURSE (SCHOOL) - PART-TIME - \$25/HOUR	11/30/99	APPLY
SCHOOL BUS DRIVER - PT/SUB - MARCUS WHITMAN SCHOOLS - 19.50 - INCLUDE DRIVER'S LICENSE WITH APPLICATION	06/15/24	APPLY
SCHOOL NURSE - PT/SUB - MARCUS WHITMAN SCHOOLS - RN \$25.00, LPN \$20.00	06/15/24	APPLY
SENIOR EMPLOYMENT AND TRAINING COUNSELOR - FT - SOCIAL SERVICES - \$28.94/HOUR	09/11/23	APPLY
SUB TEACHER AIDE - MARCUS WHITMAN CENTRAL SCHOOL - \$14.20/HOUR	10/23/23	APPLY
TEACHER AIDE - FT - MARCUS WHITMAN CENTRAL SCHOOL - \$14.20/HOUR	10/23/23	APPLY
WORKING SUPERVISOR - YATES COUNTY HIGHWAY - FT - \$24.96	09/30/23	APPLY

Upcoming Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
69952	EMPLOYMENT AND TRAINING ASSISTANT	OC	09/18/23	10/21/23	APPLY

How to Take a Civil Service Exam

The New York State Constitution states that public employees must be hired for jobs on the basis of merit and fitness. The Constitution also states that, for most jobs, merit and fitness must be measured by examination.

[Click here](#) for information from the New York State Department of Civil Service on how to take a Civil Service written test.

This is a list of all current exams within Yates County. For all exams, please see the General Conditions. Please follow the application guidelines.

[Click Here](#) to download a printable application.

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.

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.

Continuous Recruitment Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
YC-14	ACCOUNT CLERK	CR	N/A	N/A	APPLY
YC-13	ACCOUNT CLERK TYPIST	CR	N/A	N/A	APPLY
YC-6	CASEWORKER	CR	N/A	N/A	APPLY
YC-3	CLERK	CR	N/A	N/A	APPLY
19070	COMPUTER AIDE	CR	N/A	N/A	APPLY
18842	COMPUTER TECHNICAL SPECIALIST	CR	N/A	N/A	APPLY
YC-11	CUSTODIAN	CR	N/A	N/A	APPLY
YC-10	CUSTODIAN (PROMOTIONAL)	CR	N/A	N/A	APPLY
YC-4	KEYBOARD SPECIALIST	CR	N/A	N/A	APPLY
YC-15	LIBRARY CLERK	CR	N/A	N/A	APPLY
YC-9	OFFICE ASSISTANT 1	CR	N/A	N/A	APPLY
YC-17-10	PUBLIC HEALTH NURSE	CR	N/A	N/A	APPLY
21240	SENIOR COMPUTER TECHNICAL SPECIALIST	CR	N/A	N/A	APPLY
YC-8	SENIOR TYPIST/SENIOR KEYBOARD SPECIALIST	CR	N/A	N/A	APPLY
19208	SYSTEMS ANALYST (EXAM REQUIRED)	CR	N/A	N/A	APPLY
YC-12	WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER	CR	N/A	N/A	APPLY

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.

Get Paid to Become a CNA!

\$2,000.00 Hiring Bonuses Offered!

Finger Lakes Health offers 4-week Certified Nursing Assistant Training The Training is free! We pay you to become certified! Apply Today! Call 315-787-4039 for more information.

If you love putting smiles on others faces, this is the perfect opportunity for you!

Finger Lakes Health Offers

- Two on site Colleges-Finger Lakes Health College of Nursing and Marion S Whelan School of Practical Nursing with generous Tuition Buy Back Programs New Highly competitive starting pay rates.
- Flexible Schedules
- A Collaborative and supportive work environment. Health, dental and retirement benefits and so much more!!!

FT Day/Evening rotations, Evening and Night Shifts are available at our Skilled Nursing Facilities located in Geneva, Waterloo, and Penn Yan NY.



WE'RE HIRING!

• KEUKA LAKE SCHOOL •



Unique opportunity to work as a **Classroom Aide** and support children with and without disabilities in Penn Yan!

mozaic.org/jointheteam

EEO/AA EMPLOYER/VETERAN/DISABLED EMPLOYER

Hiring Classroom Aides at Keuka Lake School!!!

Don't miss out on the opportunity to work for a valued fixture within the Penn Yan community, and broaden your skills and experience alongside dedicated and supportive team members.

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JOIN OUR TEAM

WE'RE HIRING

HOUSEKEEPERS

APPLY NOW!

[BIT.LY/FLPPCAREERS](https://bit.ly/flppcareers)





If you enjoy working with people and making tasty food and drinks, you should apply.
Email us at info@oakhillbulkfoods.com or stop by for an application! 🍌

WE ARE



hiring!

Seasonal positions available

- Greeter & Weigh station for upick

- Farm store & tasting room staff

- Apple packer

Join
our team!

Apple Barrel
Orchards
2673 Sand Hill Rd.
Penn Yan, NY
14527

Send a message to
info@applebarrelorchards.com



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Vibrantz Technologies (formerly Ferro Corp.) is a leading specialty chemicals and materials company.

You can visit our website at vibrantz.com to learn more.

OPEN POSITIONS:

- **Production Operators**
– D Shift (Nights)
- **Production Supervisor**
- **Pilot Plant Tech**

Safety is our number one priority and as a member of the team you'll enjoy a great benefits package with generous time off including: working four days, three days off, and many other benefits including a \$1,000 sign-on bonus.

Location: Seneca Lake, Penn Yan, NY.

This position requires 1 to 2 years of experience.



vibrantz.com



We are Expanding!

NOW HIRING FOR:

**PRODUCTION
SANITATION
QUALITY TECHNICIANS
FORKLIFT OPERATORS
MAINTENANCE; MECHANICS AND
FACILITIES**

New Competitive Pay Rates

Good Benefits

Great People!

Call 315-531-8080 for more information

GROW YOUR CAREER - LEARN LOCALLY WITH FINGER LAKES COMMUNITY COLLEGE

FREE Training with FLCC funded by SUNY Reimagine NY

- Career Training that fits your schedule with flexible time and training options
- Training can be completed for a new career in as little as six weeks
- Funding is available now, and can pay for your course cost in full, including supplies*
- Easy to qualify for and easy application process
- FLCC's Workforce & Career Solutions staff supports you throughout your training



FingerLakes
COMMUNITY COLLEGE

TRAINING SITES NEAR YOU

- BLOOMFIELD LEARNING LAB
- CLIFTON SPRINGS LIBRARY
- GENEVA CAMPUS CENTER
- MACEDON PUBLIC LIBRARY
- NEWARK CAMPUS CENTER
- WATERLOO COMMUNITY CENTER NEW!
- YATES COUNTY WORKFORCE, PENN YAN
- OR LEARN AT HOME (BROADBAND + COMPUTER REQUIRED)

Find personal fulfillment and economic success with short term training that starts you on a career that's the right fit for you and your goals.

Training programs and funding are available in:

- **Advanced Manufacturing** - Train for 14 in-demand occupations!
- **Health Care** - CNA, HHA, Clinical Medical Assistant, Patient Care Tech, Phlebotomist
- **Information Technology** - CompTIA A+
- **Skilled Trades** - Residential Electrician *plus seven more in-demand careers!*

Contact us now to learn how to apply!

Visit us at:

<https://www.flcc.edu/GRIT/>

*Under the SUNY Reimagine Workforce Preparation Training Program, fully funded by the United States Department of Education as part of an award totaling \$18,067,845.02.



GED CLASSES

**AT YATES COUNTY WORKFORCE DEVELOPMENT
417 LIBERTY ST, PENN YAN**

**September 6
through June 26, 2024**

MONDAYS – 9:00 AM – NOON

WEDNESDAYS – 5:00–8:00 PM

Free classes provided in partnership with
FLCC. For more information contact the
Workforce Office at (315) 536-5140.

Walk ins welcome!



SEPTEMBER 2023

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	2
3	4 LABOR DAY OFFICE IS CLOSED	5	6 Life Skills Class 1:30 PM -2:30 PM GED 5PM – 8PM	7	8	9
10	11 GED 9 am-12 pm	12	13 Life Skills Class 1:30 PM -2:30 PM GED 5PM- 8PM	14	15	16
17	18 GED 9am – 12 pm	19	20 Life Skills Class 1:30 PM -2:30 PM GED 5PM- 8PM	21	22	23
24	25 GED 9 am–12 pm	26	27 Life Skills Class 1:30 PM -2:30 PM GED 5PM-8PM	28	29	30

***Notes:**

For entry into the building – Call or Text: 315.694.1043

Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph: (315) 536-5140 & Fax: (315) 536-5168



Sept

Ready to improve your skills and start on your ideal career? NYSDOL is offering FREE virtual workshops on resume writing, interviewing, transferable

2023 skills and more. Sign up for a virtual workshop today!

NYSDOL STATEWIDE VIRTUAL WORKSHOPS

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Chat with an Employment Counselor 1 pm – 2 pm
4	5 Interviewing Techniques 11 am – 12:30 pm NYSDOL Resources 101 1 pm – 2 pm Writing Effective Cover Letters 1 pm – 2 pm	6 Career Assessment and Exploration 11 am – 12 pm An Overview of ACCES-VR Services 11 am – 12 pm Job Fair Preparation 1 pm – 2 pm	7 Networking 11 am – 12 pm SNAP Overview 11 am – 12 pm Using Age to Your Advantage 1 pm – 2 pm	8 Chat with an Employment Counselor 11 am – 12 pm
11 Learning About Child Care Assistance Program (CCAP) Overview 11 am – 12 pm Resume Development 11 am – 12 pm Transferable Skills 1 pm – 2 pm	12 Civil Service 11 am – 12:30 pm Learn New Skills with Coursera 1 pm – 2 pm Roadmap to Getting Hired 1 pm – 2:30 pm	13 Job Search Strategies 11 am – 12 pm Managing Job Loss and Moving On 1 pm – 2 pm Communication Skills 1 pm – 2 pm	14 Social Media Featuring LinkedIn 11 am – 12:30 pm Worker Retention Services for Job Seekers with Disabilities 11 am – 12 pm SUNY UCAWD – Remote Academic and Workforce Development Programming 1 pm – 2 pm	15 The Power of Positivity 11 am – 12 pm Chat with an Employment Counselor 1 pm – 2 pm
18 Pursuing College/ Occupational Licensing after a Criminal Record 11 am – 12 pm Time Management 11 am – 12 pm Career Assessment and Exploration 1 pm – 2 pm	19 Going to School to Get Back to Work 11 am – 12 pm Veterans Services and Resources 11 am – 12 pm Salary Negotiation 1 pm – 2 pm	20 Using Age to Your Advantage 11 am – 12 pm Reasonable Accommodation; It's Easier Than You Think 1 pm – 2 pm	21 Public Speaking 11 am – 12 pm Fostering Access, Rights, and Equity (FARE) for Women Workers 11 am – 12 pm SUNY Microcredentials 1 pm – 2 pm	22 Chat with an Employment Counselor 11 am – 12 pm Networking 1 pm – 2 pm

		<u>Interviewing Techniques</u> <u>1 pm – 2:30 pm</u>		
25 <u>Managing Job Loss and Moving On</u> <u>11 am – 12 pm</u> <u>Advanced Resume Development/Skills Based Resume Writing</u> <u>11 am – 12 pm</u> <u>Job Search Strategies</u> <u>1 pm – 2 pm</u>	26 <u>Roadmap to Getting Hired</u> <u>11 am – 12:30 pm</u> <u>Give Yourself Credit: SUNY Empire Information Session</u> <u>11 am – 12 pm</u> <u>Resume Development</u> <u>1 pm – 2 pm</u>	27 <u>Writing Effective Cover Letters</u> <u>11 am – 12 pm</u> <u>Civil Service</u> <u>1 pm – 2:30 pm</u> <u>Upskilling</u> <u>1 pm – 2 pm</u>	28 <u>Spanish: Su Guía a Ser Contratado</u> <u>11 am – 12:30 pm</u> <u>NYS DOL Training and Supportive Opportunities</u> <u>11 am – 12 pm</u> <u>Social Media Featuring LinkedIn</u> <u>1 pm – 2:30pm</u>	29 <u>Transferable Skills</u> <u>11 am – 12 pm</u> <u>Chat with an Employment Counselor</u> <u>1 pm – 2 pm</u>

WE ARE YOUR DOL

Pre-Registration Required!
 Click on the name of the workshop to register
<https://on.ny.gov/careercalendar>

