



ONTARIO COUNTY
FINGER LAKES WORKS
DEPT. OF WORKFORCE DEVELOPMENT
JOB LEADS January 30, 2012
Web site: www.co.ontario.ny.us/workforce

Assembly/Production: Needed immediately. Assembly/production workers for local manufacturing company in Canandaigua. High School Diploma and/or combination of education and 2 years of relevant experience required. Requirements include math skills, ability to read and interpret documents. Experience in fabricating and heat seal of various materials into various sizes, operates heat sealing equipment. Please call 585-393-9250 for more information. :

Sweet Blessings, 16 W Main Street, Shortsville has an opening for PT **Bakery Help** 1-2 days per week. Pay based on experience and cake decorating background is a plus. Apply in person or email to sweetblessings@oursweetblessings.com

Honeoye Central School Athletic Program is currently seeking to hire a **Baseball Coach** at the JV Level Please send letter of interest and resume by February 8, 2012 to: Jennifer Young Honeoye Central School PO Box 170 Honeoye, NY 14471 (585) 229-4125 EOE

Bookkeeper Part-Time For National Women's Hall of Fame. QuickBooks, Excel a must. Non-profit experience preferred. Resumes and cover letters to: cmoulton@greatwomen.org or PO Box 335, Seneca Falls, NY 13148. EOE

Cashiers: Kessler Group, Inc., a Burger King franchise with multiple locations in Western New York, is currently recruiting for ENERGETIC and FRIENDLY Cashiers in its Victor location on Route 96. Advancement to management is always a possibility. Night and weekend availability is a must. 18 years or older. Apply in person.

Certified Master Technician: German Brothers Marina is searching for a top tier technician with 5 years proven experience working on engines, marine engines preferred, to join our service department team. We are a factory-authorized repair facility for Volvo Stern-Drive Engines, Mercruiser Stern-Drive Engines, Mercruiser Inboard Engines, Mercury Outboard Engines and Yamaha Outboard Engines. Factory training is provided online and through instructor led classes held throughout the USA. We operate year round, with plenty of high-paying overtime in the spring and fall (hourly, no flat rate!). Enjoy working outside or in the shop. There's nothing like getting paid to test-drive luxury boats on beautiful Canandaigua Lake. Email you resume: steve@germanbrothers.com

Collections Officer: Finger Lakes Federal Credit Union (Geneva) is seeking a Full Time Collection Officer to perform all collection related functions. The Collection Officer will coordinate the collection of delinquent and outstanding amounts owed to the Credit Union by a variety of means to mitigate the risk of loss to the Credit Union. Qualified candidates will have 5 years of experience in the financial industry, collection experience preferred. Successful candidates will demonstrate excellent communication skills with an emphasis on quality service. High level of initiative, motivation, planning and organization. Proficient working knowledge of Microsoft office suite applications. Demonstrated effective verbal, written, and listening skills. Demonstrated strong negotiating skills and the ability to multi-task are a plus. FLFCU offers a complete salary and benefits package and an excellent working environment where teamwork is rewarded. If you are looking for a challenging, family-oriented atmosphere send in your resume today, swhite@flfcu.org

Commercial Lines Customer Service Representative: Full-time Commercial Lines CSR and Personal Lines CSR for well established insurance agency in the Canandaigua and Macedon area. Candidate must be detail oriented with excellent computer skills and telephone etiquette within a multi-tasking environment. Insurance experience and Applied Management System knowledge a plus. Send resume to: macedon@jdchapmaninc.com

Computer Technical Support Representative - Help Desk Agent Unisys recruiters on FLCC Canandaigua campus: Thursday, Feb. 2nd – 10am-2pm Bring your resume for review; immediate interviews available Contact: Career Services Office – FLCC Main Campus 585-785-1274 or rakoczla@ficc.edu
Location: Rochester, NY Full and Part-time positions

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

CDL-A Driver: Regional Computer Recycling & Recovery (RCR&R) is seeking a CDL-A Driver. Both CDL-A & B work required, home every night! RCR&R offers a comprehensive benefits package including Paid Time Off (PTO), Health & Dental Insurance, 401(K) Retirement Plan. RCR&R focuses on recovery of value from idle, obsolete and excess electronic equipment and operates a large-scale de-manufacturing facility in Victor. Our company is focused towards environmentally sound processing methods for maximizing value and recovery while minimizing and/or eliminating disposal of electronics in landfills. Driver responsibilities include: Picking up and delivering clients excess electronic equipment Palletizing, shrink wrap and labeling of equipment Operation of a hand truck, electric pallet jack as needed Providing exceptional customer service while maintaining a professional attitude and appearance Legible completion of driver manifests Maintaining a daily, legible Department of Transportation (DOT) log book Qualified applicants must be able to regularly lift and/or move up to 70 pounds. Send resume to employment@ewaste.com

eBay Lister: Regional Computer Recycling & Recovery (RCR&R) is seeking an eBay Lister! RCR&R emphasizes environmentally sound processing methods for maximizing value and recovery while minimizing and/or eliminating disposal of electronics in landfills. Our services are in HIGH DEMAND and our online sales is a key ingredient to our computer re-use and recycling formula. Main responsibilities for the position include: Listing products to eBay using photos and data supplied Adjusting and monitoring eBay listings Maintaining/monitoring physical products Assisting with pulling product for daily shipments Helping in warehouse when necessary. The ideal candidate must be well-written, be able to multitask, possess a good attitude, and be willing to get hands dirty. Some heavy lifting is required. eBay experience and knowledge of Blackthorne Pro software is a huge plus. Send resume to employment@ewaste.com

Electrician Apprentices: The Geneva Electrical Joint Apprenticeship and Training Committee Local Union #840, will conduct a recruitment from September 14, 2011 through August 8, 2012 for ten electrician apprentices. Applications can be obtained at the Local # 840, 1401 Routes 5 and 20, Geneva, NY, from 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m. on the second Wednesday of each month, except legal holidays, during the recruitment period. Applicants must pay a \$10.00 testing fee at the time of application. The Committee requires that applicants: Must be at least 18 years old (at the time of indenture). Must have a high school diploma or general equivalency diploma (G.E.D) and must have passed Course I and Course II in math (Algebra) or prove a passing grade in post secondary school math. Must be physically able to perform the work required as determined by a physical exam and drug testing paid for by the sponsor - after selection into the program. Must be able to work from ladders and scaffolds and in confined spaces. Must possess a valid New York State driver's license - may be required to drive a company vehicle. Must be able to get to work and job sites and be able and willing to attend all related classroom training. Must live within the local's geographic jurisdiction which includes the following: In Ontario County - Townships of Canandaigua, Farmington, Geneva, Gorham, Hopewell, Manchester, Phelps, and Seneca. Must take the National Electrical Trade's Aptitude Test and obtain a score of four or higher. Must be able to read and

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

Electro-Mechanical Assembler: Ideal candidate will have the desire to build wire harnesses, work with terminal applicators, wire and cable prep, read blueprints, work with engineering documents and test equipment. Requires HS Diploma or GED. Soldering experience is ideal but not required. Full-time, 1st shift (6:00am to 2:30pm). High School Diploma or GED and related experience preferred. Salary: \$9.00 to \$9.50/hr. to start with semi-annual pay increase opportunities. Benefits: Company subsidized health insurance, disability and life insurance, profit sharing potential plus, you are a company owner. Please stop in to complete an application or send your resume and to: Advanced Interconnect Manufacturing, Inc., Attn: Gretchen Dunfey, 780 Canning Parkway, Victor, NY 14564. Email to: gdunfey@aim-mfg.com Fax: 585-742-8818

Extruder Setup Operators: Full time opportunities on the 2nd and 3rd shift for growing company in Canandaigua. Sets up and operates conventional and numerical control machines to fabricate plastic tubing. Requirements include: High school diploma or general education degree (GED); and one to two years extrusion process experience; or equivalent combination of education and experience. Ability to work flexible schedule, positive attitude, mechanical ability, organizational skills, attention to detail and a team player. Ability to work in a fast-paced environment, to work with both metric and decimal systems, and frequently lift and/or move up to 50 pounds. Send resume to erica@flectubing.com

Food Service: The Seneca Travel Plaza is hiring cleaners and food service workers. We are looking to hire ASAP. Please stop down to 7029 Aldridge Rd Victor, NY 14580 for an application and interview or call 585-802-5157 to speak with a manager for more details.

Food Service: Tim Horton's, 260 West Main Street, Victor has openings: early morning shift and 2pm-10pm. Must have reliable transportation and good work ethic. Best pay in the industry! Apply in the store for immediate interviews.

HOUSEKEEPER Full-time or Part-time Experience preferred but not required Supportive work environment Apply in person: Seneca Lake Terrace 3670 Pre Emption Rd. Geneva EOE

Industrial Sewer: Full time, day shift position. Joins, reinforces industrial materials by operating a sewing machine. Duties: Prepares machine by changing needles and thread; securing attachments. Approves materials by inspecting sub-assemblies for mistakes. Sews materials together by guiding material under machine needle. Adjusts machine performance on material by observing machine operation; detecting malfunctions; adjusting settings. Maintains quality by inspecting finished product. Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs. Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources. Documents actions by completing production and quality logs. Contributes to team effort by accomplishing related results as needed. Email resume: resume@newtex.com

Inside Sales / Warehouse Expeditor: Full time opportunity in Farmington. Monday to Friday 8:30 AM to 5:00. Duties include: Replenishment and rotation showroom stock and displays. Customer check out, balance cash drawer and credit card report. Pull orders for showroom customers. Delivery, Receiving, stock put away in the absence of warehouseman. Assist showroom Team Leader and warehouse staff as needed. Assemble items for display. Provide customer service loading vehicles. Reconcile inventory. Minor building maintenance in the absence of warehouseman Skills needed: A college degree or comparable foodservice or sales experience. Ability to drive a 24 automatic truck (DOT physical required). Computer skills. Type 25-30 WPM. Familiarity with MS Office Suite. Good math skills. Customer service skills. Data entry. Ability to

multi-task. Ability to lift and carry 70+ lbs.-. Pleasant personality, organized, quick learning and energetic. Posting Expires on 2/15/2012. Send resume to: amandac@buffalohotelsply.com Fax: 716-691-3255. Mail: Buffalo Hotel Supply Co Inc., PO Box 646, Amherst, NY 14226.

Internal Medicine Office Nurse: Finger Lakes Medical Associates' Internal Medicine Department is looking for a dynamic nurse to work in the Geneva office three days a week, Monday, Wednesday, and Friday from 8:00 am until the department closes which is generally between 6:00 pm and 6:30 pm plus participate in the Saturday morning rotation. The Saturday morning obligation is approximately one Saturday morning out of four. More hours are periodically available for the candidate seeking more work time. Benefits include health insurance (the company pays half the premium), paid time off, retirement plan, flexible spending plan. The ideal candidate possesses great clinical skills and has a friendly and caring attitude. S/he has computer experience, learns quickly, is self-directed and has the ability to work well as part of a team of diverse individuals. Please send your resume, 2 professional references, and cover letter to: Director of Operations, Finger Lakes Medical Associates, LLP, 200 North St. Suite 101, Geneva, NY 14456. Fax: 315-787-5249 or apply on our website: www.fingerlakesmed.com

Experienced **KENNEL Assistant** Wanted for busy 2 doctor small animal veterinary hospital. Fax resumes to 315-568-0084.

Machine Operator: Full time opportunity with a manufacturer in the village of Victor. Positions available on both 1st (6am-2:30pm) and 2nd (2:30pm-11pm) shifts. OT as needed. Duties include: Operating vacuum extrusion pug mills, Loading/Unloading dryers, Forming/Profiling operations (dry finish lathes, green finishing, hot press, etc.), Glazing, Loading/Unloading kilns (Tunnel Kilns, Periodic Kilns), Inspection, Mechanical/Electrical product testing, Assembly, Packing, Operating Powered Industrial Vehicles (PIV's) – Fork Trucks, Pallet Jacks, etc. Requirements: Mechanical aptitude. Must be able to perform simple to intermediate set-up operations and troubleshoot simple to intermediate process problems. Ability to read and interpret drawings. Ability to use simple hand held measuring tools to demonstrate compliance to engineering requirements. Must be able to read, write and understand basic math. All positions require some amount of physical exertion such as bending, lifting, pushing and pulling. All positions involve some amount of repetitive motion. Send resume. Email: kpalumbo@victorinsulators.com Mail or deliver resume in person: Victor Insulators, 280 Maple Ave, Victor, NY 14564.

MAINTENANCE 36 unit apartment community in Farmington, NY. Part time hours (25). Prior experience with plumbing, electric, drywall, painting, cleaning turnovers and grounds needed. Emergency response required. Equal Opportunity Employer. Maple Grove Apartments Call 585-924-7195 Or FAX resume to 585-924-1718

Maintenance Mechanic Assistant: Advantage Manufacturing Corporation in Victor is now seeking applications for Maintenance Mechanic Assistant. For immediate consideration please forward your resume to mary.king@advantagemanufacturing.com Job Summary: Assist the maintenance department in all aspects of equipment repair, preventative maintenance, facility upkeep while working in accordance to OSHA safety. Duties and Responsibilities: Ability to take direction and work independently to complete projects, Regular inspection of all electrical, mechanical and other equipment of a facility, Detecting any defects and malfunctions, immediately repairing, and overhauling the same., Coordinating with the production and other department. ts for feedback on the functionality of machinery and equipment, Effectively managing time and meeting all specified deadlines, Appropriately using and handling all electrical repair and testing tools and equipment, Tests equipment to check operation. Tries out equipment after repairs, changeovers or extended downtime. Full time hours, 1st shift Monday-Friday; benefits after 30 day probationary period.

Maintenance Specialist: Full time position, B shift (2:30pm – 11:00pm, Monday – Friday). Duties include: Making general mechanical or electrical repairs to equipment, machines and facilities, including retooling as required. Required to maintain maintenance records. Ability to effectively work within a process or product team environment. Ensure consistency of performance in meeting team quality and productivity standards by following defined work and safety instructions. Candidate should have general knowledge and ability in the following areas: arc welding, torch and plasma cutter operation, steam systems and boilers, water systems, compressed air systems and air compressors, hydraulic systems, fire protection systems, power distribution systems and combustion engines. Minimum qualifications: Experience in industrial power vehicle repair including gas and electric fork truck and pallet trucks. Must be able to do mechanical and electrical repairs and maintenance. Must have some experience in hydraulic systems. Must provide basic tools required for the job. Overtime (Saturday and /or daily) may be required. Preferred qualifications: Additional experience in motor, pump, and compressor repair and maintenance. Vocational or technical training in electrical and/or mechanical operation. Pay commensurate with experience. Send resume to kpalumbo@victorinsulators.com.

Marketing Sales Coordinator: We have exciting opportunities for Marketing Sales Coordinators working in our Victor office. The successful candidates will be responsible for managing all aspects of a lead generation and nurturing process. Activities include sales pre-work, prospect analysis, content development, social media, community management & ongoing communications with suspects and prospects. Qualifications: AS Degree/Diploma in Marketing or related discipline. An equivalent combination of education, training and experience may also be considered. Proficient with technology with a strong understanding of Internet concepts is highly desired. Demonstrated personal drive, positive attitude, team player, self-motivator and goal oriented. Social and interpersonal effectiveness, with ability to foster strong relationships. Demonstrated time management, attention to detail, organizational & analytical skills. Excellent written and oral communication ability with a positive attitude and customer service philosophy. Ability to work within a defined work process, exuding high integrity, empathy and sincerity. Good understanding and participation in all forms of Social Media is highly considered. Email resume: dwilson@cazbah.net or apply online: <http://www.cazbah.net>

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

Doctors Office Hiring P/T **Medical Assistant** w/ potential for F/T. 315-759- 5319

Production: Advantage Staffing in Canandaigua is Hiring! All of our job applications are done online only! If you are interested in a position with us please go to: www.advantagestaffingjobs.com Select English or Spanish, Enter Canandaigua under the search city, Click submit search, View which ever job you are interested in applying for, Click apply for this job. Currently we are recruiting for: Machine operators – Light industrial position standing entire shift - Fast paced packing lines, with some machine set up. Able to lift 40lbs with multi tasking, trouble shooting, correct quality deficiencies and basic maintenance of machinery. No special skills required. Pay Rate: \$10.00-\$13.40 hourly. Shifts: 8:00 AM to 4:30 PM, 4:00 PM to 12:30 AM, 12:00 AM to 8:30 AM. **Forklift operator** –Experience with fork and clamp trucks is preferred. Skills needed include; efficient and accurate picking and unloading of inbound and outbound shipments. Basic math skills are essential Other equipment use includes; double fork truck and RF scan gun. Must also be able to operate an on board computer. Pay Rate: \$10.50-\$13.50 hourly. Shifts: 4:00 PM to 12:00 AM, 12:00 AM to 8:00AM, 24/7 operation, some weekend shifts are required on monthly rotation. Requirements: Background check for previous 7 years, Diploma or GED required.

Production Manager: Regional Computer Recycling & Recovery (RCR&R), the leading eWASTE recycler in NY State, is seeking a Production Manager for our Victor facility. RCR&R focuses on recovery of value from idle, obsolete and excess electronic equipment and operates a large-scale processing, consolidating, sorting and first level de-manufacturing facility. The company emphasizes environmentally sound

processing methods for maximizing value and recovery while minimizing and/or eliminating disposal of electronics in landfills. In addition to providing leadership and supervision in our processing facility and warehouse, the Production Manager will work with the RCR&R management team and contribute to the development and implementation of organizational strategies, policies and practices for operational excellence. Qualities sought include: Demonstrated leadership and supervisory skills Excellent interpersonal skills and a collaborative management style Demonstrated commitment to high professional ethical standards and a diverse workforce Excels at operating in an fast paced, safety orientated environment Excellent attention to detail and level of accuracy Data management and analysis, with the ability to review data and develop reports Project Management experience Demonstrated ability in Manufacturing Methods and Process Improvement Programs Metals Management experience (preferred) Lean Manufacturing and Six Sigma Training (preferred) Bachelor's degree from four year College or University (Industrial Engineering Preferred); or six to eight years related experience and/or training; or equivalent combination of education and experience. Send resume to employment@ewaste.com

Production Supervisor, 1st & 2nd Shift The Production Supervisor is responsible for managing and supervising the materials and manufacturing of the factory. This position is also accountable for the direction, leadership, planning, quality, staffings, customer satisfaction and communication with the focus factory. Position Qualifications: • Minimum experience - 3+ years experience in a similar position, or a combination of education and experience. Computer Skills: • Intermediate Microsoft Word skills • Advanced Excel skills • Intermediate Microsoft PowerPoint skills Apply online www.ieccareers.com 105 Norton St. Newark, NY 14513

Production Technician: We are looking for an energetic, and committed Production Technicians to help us make materials and build out our capacity at our facility in Geneva. Job roles will vary but will include mixing of resin, and general manufacturing. Some heavy lifting required. The right candidate is someone who can immediately contribute, has a focus on doing what it takes to get the job done, and who can operate successfully in a lean and fast moving environment. We expect that this position will provide an excellent learning environment and great opportunities for growth. Requirements: High School diploma or GED is required, and advanced coursework in related fields is a plus. Previous experience in machining, tool/die work, manufacturing, and/or press work is a plus; but, not necessary. Major Skills needed to perform the job include: Reliable; Self-Motivated; and Flexible Schedule. Other Hiring Requirements: Reference check. Apply online only at <http://www.e2ematerials.com>

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

ARE YOU LOOKING FOR A JOB YOU CAN FEEL GOOD ABOUT? A JOB THAT CAN OFFER FLEXIBLE HOURS A JOB THAT OFFERS GREAT BENEFITS IMMEDIATE OPENINGS **Skills**

Instructor Help adults living in a beautiful group home setting learn daily living skills (the same things you do in your own home!) on an individual and small group basis. Evening hours, most positions will require some weekend shifts. **Overnight Skills Instructor** Remain awake and on duty throughout the night.

1:00pm-7:00am, 12:00am-8:00am Starting pay range \$8.95-\$10.57. **Program Substitute** We have houses all across Ontario County. Provides supervision and assistance to persons living in beautiful group homes on an individual or small group basis. This is the ideal position for someone wanting extra hours, but not wanting to be tied to a specific shift each week. Starting pay range \$8.48- \$10.02 ALL POSITIONS REQUIRE: H.S. Diploma and one (1) year relevant experience or an equivalent amount of education and/or experience. Safe driving record. Submit application/resume to: Human Resources, Ontario ARC, 3071 County Complex Drive, Canandaigua, NY 14424 or visit or Website at www.OntarioARC to download an application. EOE

Sort Technician: Regional Computer Recycling & Recovery (RCR&R), in Victor, a pioneer in setting best-of-class standards in the recycling industry, is seeking warehouse help. We provide custom electronics recycling services to over 6000 clients nationwide, and have become the premier vendor of choice for numerous businesses, government, medical, and educational organizations. This entry level warehouse position involves sorting recovered electronic and computer equipment, in addition to labeling and shrink wrapping skids for further processing. Qualified applicants must be able to regularly lift and/or move up to 60 pounds in a fast paced environment. Previous warehouse experience is preferred. Interest in electronics a plus! Apply online at www.ewaste.com OR email resume: employment@rochestercomputer.com OR fax: 585-924-3841

FINGER LAKES COMMUNITY COLLEGE FULL TIME, TENURE TRACK TEACHING

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

Thompson Health is currently accepting online applications for: **Clinical Data Analyst, LPN, Environmental Services Aide, Transportation Driver, Clinical Secretary, Cardiology Tech, Peri-Operative Attendant.** Apply online only at www.thompsonhealth.com

Waitstaff needed. Open and closing ability. Apply Sweet Sue's Country Diner, Routes 5 & 20, Flint.

COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM - FOR FURTHER JOB LEADS

3010 County Complex Drive, Canandaigua, NY 14424 –Telephone: (585) 396-4020.

Hours: Monday thru Friday 8:00 - 5:00

ONTARIO COUNTY

3019 COUNTY COMPLEX DRIVE, CANANDAIGUA, NY 14424 (585) 396-4465

<http://www.co.ontario.ny.us/humanresources>

CURRENT EXAM INFORMATION

EXAMS SCHEDULED BY N.Y.S. CIVIL SERVICE:

Exam Title

Last Filing Date

Exam Date

CONTINUOUS EXAMS: These examinations will be conducted on the third Wednesday of every month with a last filing date of the first Wednesday of that month:

ACCOUNT CLERK-TYPIST/FINANCE CLERK I
TYPIST/OFFICE SPECIALIST I

Nurse Practitioner
Occupational Therapist
Occupational Therapy Assistant
Physical Therapist
Physical Therapy Assistant

Public Health Nurse
Senior Physical Therapist
Supervising Nurse
Supervising Public Health Nurse

Training & Experience - Completed questionnaires postmarked by the third Wednesday of the month will place your name on the Eligible List effective the first full week of the following month:

Application Support Services Assistant
Computer Services Assistant
Customer Service Representative
Information Technology Network Analyst I
Information Technology Network Analyst II
Information Technology Network Technician

Wide Area Network Manager

Programmer Analyst
Senior Application Support Services Assistant
Senior Computer Services Assistant
Systems Analyst
Technical Specialist (Information Systems)
Web Developer

**ALL EXAMINATIONS REQUIRE A \$15.00 APPLICATION FEE. CHECK OR MONEY ORDER ONLY,
PAYABLE TO: ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES.**

Career Club Presents

Using Social Networking for your Job Search

Learn:

- How job seekers and employers now connect & communicate
- How to use it effectively and professionally
- Details on LinkedIn, Facebook, Twitter & Blogs

Special Guest Speaker

Ed Hemminger

Upstate NY Area Sales Manager

SMS - Systems Maintenance Services

Monday, February 13

9am-11am

Finger Lakes Works Ontario County Workforce Development
3010 County Complex Drive,
Human Services Building,
2nd Floor, Room 8
Canandaigua

Please call to reserve your spot: 585-396-4020

Finger Lakes Works-Ontario County
 3010 County Complex Drive
 Canandaigua, NY 14424
 585-396-4020
February 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1 ACCES Orientation 1:30 pm	2	3
6 Career Club 9-11am	7	8	9	10
13 Career Club 9-11am	14	15 ACCES Orientation 1:30 pm Work Keys 9am-12pm	16	17
20 Holiday	21	22	23	24
27 Career Club 9-11am	28	29		



February 2012

Finger Lakes Works

New York State Department of Labor

MON	TUES	WED	THURS	FRI
		1	2	3
6 Networking Career Club 2:00	7 Resume 101 – 1-4	8 Training Options 1:30	9 Interviewing Techniques 1:00	10
13 Networking Career Club 2:00	14 Training Options (google groups – online) 10am	15 Assessments for a New Career 1:30	16 PC Basics for Beginners 1:00	17 Navigating the Civil Service System 1:30
20 Office Closed in Observance of Presidents Day	21 Resume 101 – 1-4	22 Job Search Over 50 1:30	23 Interviewing Techniques 1:00	24 Beginning Microsoft Word 1:00
27 Networking Career Club 2:00	28	29 Training Options (google groups – online) 10am		

*Finger Lakes Works – New York State
Department of Labor
70 Elizabeth Blackwell
Geneva, NY 14456
315-789-1771*

Sign up to receive weekly email updates of job leads for Ontario, Seneca, Wayne and Yates counties by emailing geneva@labor.ny.gov. Also, don't forget to ask about SMART job matching!

WORKSHOP DESCRIPTIONS

Resume 101

This workshop is designed for job-seekers who either have never had a resume and also for those whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications, and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up-to-date and accurate. (up to 3 hours)

Training Options

Finger Lakes Works has funds available to help people who need training either to change careers or to enhance skills necessary for advancement to a better job. Our "Training Options" workshop is an orientation that provides info on what is needed to access these funds available under the Workforce Investment Act. It will also provide things to think about when choosing a school or program. (1 hour)

Computer Basics for Beginners

This course is for people who are new to computers and want a guide to help them get started on the right track. The class will teach, in a simple but effective style, basic skills such as how to start and shut off your computer, and how to use a keyboard, mouse, and monitor. It will also showcase how to deal with some common problems you might experience when first using a computer. The course will start with a guided tutorial and will conclude with a question and answer session that provides attendees with an opportunity to address specific computer questions they might have.

Beginner Microsoft Word

In this course, we will show you some of the different features that Microsoft Word 2007 has to offer and how to utilize them to create documents and make the online job application process much easier. Specific topics covered in this course will be using menus and tabs, copying and pasting information, the undo and redo features, spacing and centering, font sizing and color changes, and how to save your work. We will also take you through an example of the online job application process while sharing time saving tips and common mistakes.

Interviewing Techniques

You got the interview, now what do you do? Register for this workshop! Learn what employers really want to know. Learn what questions you should be able to answer before going to a job interview. Be aware of the importance of making a good first impression. Learn techniques regarding arrival time, appearance, body language, preparation, and attitude. Learn how to effectively answer tough questions and ask pertinent questions in an interview. (2+ hours)

Navigating the Civil Service System

Explore job opportunities within the civil service system—working for the city, county, state, or federal governments. Learn how to find jobs that match your career goals; how to apply, and how to prepare for a written exam, when one is required. (1.5 hour)

Job Search Over 50

Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome challenges and use maturity to your advantage. (1.5 hour)

Assessments for a New Career

Group sessions with a counselor designed to assist in mapping out changes in career paths. A number of assessments are available to aid in determining the best path to take in changing vocational directions. (1 hour)

Job Club

Meet with a group of other job-seekers. Presenters will provide information and discussions on topics, varied weekly. Get help with strategies to find employment, networking, resume help, etc.

Los Fundamentos de Buscar Trabajo

Buscar un trabajo nuevo puede ser agotador. Este cursillo está diseñado particularmente para los que hayan sufrido una cesantía y/o no hayan trabajado por algún tiempo. Informará al/a la buscaempleo sobre las herramientas actuales que están disponibles para ayudar con la organización y el proceso de una búsqueda eficaz para trabajo. El cursillo pone énfasis en los elementos básicos de cómo y dónde buscar trabajo.