

The **Sullivan County Center for Workforce Development** is seeking to fill the following position:

EMPLOYMENT CENTER COORDINATOR

This position involves responsibility for coordinating activities relating to the operation of a Resource Room with significant emphasis on assisting customers to access information provided in a multimedia environment including personal computers, phones, a lending library, pamphlets and using internet based resources. Work is performed under general administrative direction with leeway for independently performing the duties of the position. Supervision and guidance are provided to persons assigned to the Resource Room.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree in Computer Technology; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in providing clerical support services including the operation of a personal computer using applications in Windows.

SALARY: Entry: \$45,367.00; Full: \$47,755.00

APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

Applications accepted until position is filled.

EEO/AA Employer

M/F/D/V