

WARREN COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT

NOTICE OF ANTICIPATED VACANCY

EMPLOYMENT AND TRAINING COUNSELOR II

The Warren County Department of Workforce Development is seeking qualified candidates for the position of Employment and Training Counselor II. The Employment and Training Counselor II is responsible for developing, editing and teaching virtual and in-person career readiness content to job seekers and/or assigned individuals using existing and new material. This Counselor is also responsible for providing more complex professional vocational guidance and related services to individuals participating in various aspects of the local Employment and Training program. Duties include assisting participants in formulating and modifying employability plans which may involve remedial education, work experience, specialized skill training, and related supportive services. The Employment and Training Counselor II is called upon to exercise sound professional judgment in formulating and carrying out plans to meet individual vocational problems faced by participants. Work is performed under the general supervision of the Director, as necessary, offers guidance and instruction on individual problem cases. Supervision may be exercised over the work of para-professional and clerical assistants. Does related work as required.

SALARY: \$53,576 (2026 base salary)

MINIMUM QUALIFICATIONS: Either:

- A) Bachelor's degree in social science, human services, education or related field and two years of experience in a social service agency, community action or community services agency involving direct client contact; or
- B) Associate's degree in social science, human services, education or related field and 4 years of experience in a social service agency, community action or community services agency involving direct client contact.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Preference in hiring will be given to candidates who have experience in teaching/facilitating programs.

The position will be filled based upon Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of the Eligible List.

Interested candidates should submit a Warren County application and resume to:

Liza Ochsendorf, Director
333 Glen Street, Suite 300 Glens Falls, NY 12801
Or

ochsendorfl@warrencountyny.gov

Applications may be found at www.warrencountyny.gov/jobs

Applications will be accepted until the position is filled.

Warren County is an Equal Opportunity/Affirmative Action Employer