

June '16

The WorkPlace Today



Follow us on
LinkedIn

“Like” us on
Facebook!

We're on Twitter!
@jefflewisworks



The WorkPlace 1000 Coffeen Street, Watertown, NY 13601
Phone: 315-782-9252 • TTY: 315-782-8093 • Fax: 315-782-2073 or 315-786-7665
E-mail: theworkplace@co.jefferson.ny.us

www.facebook.com/JeffLewisWorkPlace www.linkedin.com/company/the-workplace twitter.com/jefflewisworks

In This Issue:

Civil Service Information	1
Veteran Tip	2
Northern New York Fact	2
Financial Coaching for Veterans Workshops	2
Workshops	2

The WorkPlace office hours are Monday - Friday, 8:30 am - 4:30 pm. We are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities.

Time to fetch a job!



June's Quote:

“Learning never exhausts the mind.”

-Leonardo da Vinci

Civil Service Information

Many people express interest in applying for civil service occupations. Civil Service can be described as:

1. those branches of public service concerned with all governmental administrative functions outside the armed services.
2. the body of persons employed in these branches.
3. a system of method of appointing government employees on the basis of competitive examinations, rather than by political patronage.

There is not one examination that covers all civil service jobs. Most occupations will have their own examination, so it may be necessary to take several exams to apply to different job openings.

Often there will be a fee that needs to be paid when you apply for a specific exam. In some instances, the fees may be waived.

Examination guides can be found online, in libraries, and bookstores. These may help you to get an idea of what the exam will be like, and they often include practice tests.

Contact information for civil service in the local area:

New York State Department of Civil Service
www.cs.ny.gov
1-877-NYS-JOBS (1-877-697-5627)

Lewis County New York
www.lewiscountyny.org
315-377-2000
7660 North State Street, Lowville

Jefferson County New York
www.co.jefferson.ny.us
315-785-3147
175 Arsenal Street, Watertown

City of Watertown
www.watertown-ny.gov
315-785-7737
245 Washington Street, Watertown

Federal Government
www.usajobs.gov

You may also want to check websites for various towns, villages, and cities as they may list upcoming exams and job openings within their regions separately.

The WorkPlace offers a workshop called State and Local Employment that offers more information on civil service processes. See page 2 for more information.



Veteran Tip



Jefferson and Lewis Counties have veterans representatives that are ready to assist you with various needs:

Jefferson County
175 Arsenal Street (2nd Floor), Watertown, NY
(315) 785-3365
POC: Peter Fazio
Email: peterf@co.jefferson.ny.us
POC: Scott Flipse
Email: sflipse@co.jefferson.ny.us

Lewis County
Court House, 7660 North Street, Lowville, NY
(315) 785-3356
POC: Derek Davey (Director)
Email: ddavey@lewiscountyny.org
POC: Stephen A. Kilionski (VSO)
Email: skilionski@lewiscountyny.org

Northern New York Fact

From jeffco.wikispaces.com

One of Watertown's first settlers and founding fathers was Hart Massey. In the summer of 1807, Hart Massey moved his young but growing family into a frame house on what is now Washington Street. When the Paddock Mansion was constructed in 1876, Massey's house was moved behind the mansion, where it still stands today. The Massey House is currently Watertown's oldest standing structure.



Financial Coaching for Veterans Workshops

Subject: Saving
Date: June 2, 2016
Time: 1:00 p.m. - 3:00 p.m.
Location: Vet Center
210 Court Street
Watertown, NY 13601

Point of Contact:
Vet Center
(315) 782-5479

Presenter:
Steven C. Schanely, ChFC, CLU, ChFEBC, CLTC
CFPB Financial Coach
(315) 786-3669
sschanely@afsc.com

Subject: Saving
Date: June 9, 2016
Time: 1:00 p.m. - 3:00 p.m.
Location: The WorkPlace
5274 Outer Stowe Street
Lowville, NY 13367

Point of Contact:
The WorkPlace - Julie Allen
(315) 376-5800

Presenter:
Steven C. Schanely, ChFC, CLU, ChFEBC, CLTC
CFPB Financial Coach
(315) 786-3669
sschanely@afsc.com

Workshops

The WorkPlace is pleased to announce the continuance of a series of workshops and assistance. All are free to the public but space is very limited. **Visit us at 1000 Coffeen Street or call 782-9252 (TTY 782-8093) to enroll.**

Resume Writing will be held June 13th and 27th from 1:00 p.m. to 3:30 p.m. This workshop will cover the basics of resume writing, different types of resumes, and the elements of an effective resume. Participants will complete resume worksheets and there will be computers available to conduct a skills search as well as construct your personal resume in Microsoft Word. If you already have a resume, please bring it to the workshop for "tweaking." If not, try to bring your work

history and a list of skills to help create your resume "from-scratch."

We'll offer the **State and Local Employment** workshop on June 17th from 1:00 p.m. to 2:00 p.m. Learn all about how to locate and apply to civil service and other opportunities with state and local governments.

Interviewing Skills is scheduled for June 6th from 1:00 p.m. to 3:00 p.m. Brush up on your interviewing skills, including behavior, attire, and what questions to expect. Learn about the kinds of interviews employers use, and how to successfully navigate them