



# The WorkPlace Overview

Your American Job Center is here to assist you in your job search; whether you are unemployed, underemployed or just looking to enter a new career field. As the lead agency for workforce development in the area, we offer a wide range of **free** services. We encourage you to visit our websites: [www.jefflewisworkforce.com](http://www.jefflewisworkforce.com) and [www.labor.ny.gov](http://www.labor.ny.gov), or stop by in person to learn more.

## Career Guidance

Our advisers are here to help you assess your skills and interests. More importantly, we'll also help you match those skills and interests to opportunities that are available in our area. By working together, we'll help you develop a step-by-step guide to your job search!

## Resource Room

Our Resource Room is equipped with computers, a printer/copier/fax machine and a customer telephone. Job seekers are welcome to use our Resource Room for your job search and resume needs. Customers needing to file for Unemployment or needing to complete unemployment related activities are also welcomed to use our Resource Room.

Please note that there are times when the Resource Room is not staffed, particularly during lunch hours. If you think you might need assistance, it is best to call ahead and schedule an appointment.

## Resume Assistance

Due to Covid our workshops have been suspended indefinitely. However, our resume workshops can be viewed on our website at [www.jefflewisworkforce.com](http://www.jefflewisworkforce.com). Once on the page, go The WorkPlace Online! page and you can view the resume workshops along with other valuable links related to the job search!

## Career Workshops

Again, due to Covid our workshops have been suspended, but please visit the link above!

## Job Search Resources

Employers throughout our region list diverse job openings with the local American Job Centers and many use our centers to conduct on-site interviews. We hold targeted recruitments with businesses that need your skills and experience.

## Classroom Training (For Those Who Qualify)

We may be able to provide short-term training for long-term careers. If you qualify, we may be able to pay for all or a portion of your schooling in a field that is in high demand in our area. This program is subject to funding availability of course.

## Internet-Based Job/Talent Bank

You can use this site to post your resume and search local or national job openings from your home at any hour of the day or night. Go to: [www.newyork.usnlx.com](http://www.newyork.usnlx.com)

## Veteran Services

In addition to the above services, we also have dedicated staff to assist our Veterans and transitioning soldiers. These staff members are Veterans themselves and understand the unique challenges our vets and soldiers face, as well as having connections to the Fort Drum community and agencies.

## Adult Basic Education and English as a Second Language

While we are unable to assist in-house, we have great partners that are there to help! Both organizations listed below can help with either obtaining your High School Equivalency Diploma or improving your English language skills.

Jefferson-Lewis BOCES  
[www.boces.com](http://www.boces.com)  
315-779-7220

Literacy of Northern New York Locations  
[www.literacynny.org](http://www.literacynny.org)  
Jefferson County: 315-782-4270  
Lewis County: 315-376-8188

## How to Stay Informed!

The easiest way to stay informed on what's happening at The WorkPlace is to follow us on Twitter or like us on Facebook or LinkedIn!



[www.facebook.com/JeffLewisWorks](http://www.facebook.com/JeffLewisWorks)



[www.twitter.com/JeffLewisWorks](http://www.twitter.com/JeffLewisWorks)



[www.linkedin.com/company/jefflewisworks](http://www.linkedin.com/company/jefflewisworks)

Our Website: [www.jefflewisworkforce.com](http://www.jefflewisworkforce.com)

## American Job Center Locations

### Jefferson County

The WorkPlace  
1000 Coffeen Street  
Watertown, NY 13601  
Phone: (315) 786-3651  
Fax: (315) 786-7665  
TTY: (315) 782-8093  
[theworkplace@co.jefferson.ny.us](mailto:theworkplace@co.jefferson.ny.us)

Hours of Operation:  
September - June: Mon-Fri, 8:30-4:30  
July and August: Mon-Fri, 8:00-4:00

### Lewis County

The WorkPlace  
5274 Outer Stowe St.  
Lowville, NY 13367  
Phone: (315) 376-5800  
Fax: (315) 376-5328  
TTY: (315) 782-8093  
[lewisonestop@dfa.state.ny.us](mailto:lewisonestop@dfa.state.ny.us)

Hours of Operation:  
Mon-Fri, 8:30-4:30

### Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities  
A proud partner of the American Job Center network