

## About Mono County Workforce Services

If you are committed to finding the right job, Mono County's dedicated Workforce Services team is here to assist. We administer several state and federally funded programs that provide a variety of self-service and staff-assisted services for adults seeking employment.

Services include:

- Skill assessments
- Labor market information
- Referrals for training programs
- Job search and placement assistance.

In addition, employers are offered assistance in accessing a qualified labor pool and other employment related services.



Interested in learning how these programs can help you find the right job in Mono County? We'd love to talk to you!

Please contact Mono County Workforce Services at these locations:

### **Mammoth Lakes**

P.O. Box 2969  
452 Old Mammoth Road – 3rd Floor  
Mammoth Lakes, CA 93546  
760-924-1770

### **Bridgeport**

P.O. Box 576 – 37 Emigrant Street  
Bridgeport, CA 93517  
760-932-5600

### **Walker**

P.O. Box 579 – 107384 US Highway 395  
Walker, CA 96107  
530-495-1262

### **Email**

[workforceservices@mono.ca.gov](mailto:workforceservices@mono.ca.gov)

### **Website**

[www.MonoCounty.ca.gov/workforce-services](http://www.MonoCounty.ca.gov/workforce-services)

[www.MonoCountyEconomicDevelopment.com](http://www.MonoCountyEconomicDevelopment.com)



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## Mono County Workforce Services

**GET HELP.  
GET HIRED!**



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## Looking for the right job?

## You've come to the right place!

Mono County is a great place to live, play and work. If you are looking for employment here, Mono County Workforce Services can help. We administer programs that assist job seekers in accessing employment, education, training and supportive services to succeed in the labor market, and match employers with the skilled workers they need!

Meet one-on-one with our staff to find out more about the free services we provide job seekers:

- **Job Search Assistance** – Learn how to use the latest technology to uncover every available opportunity.
- **Resume Building** – Learn how to create a professional resume, cover letter, master application, and other important self-marketing tools.

- **GED Training Referrals** – We can assist in providing you with referrals to local and online educational resources to help you acquire your General Education Diploma (GED).
- **On-the-Job Training** – We can determine if you are eligible for On-the-Job Training and placement.
- **Workforce Education** – Improve your skills for successful interviewing, customer service, conflict resolution, computer proficiency, decision-making, and other workplace essentials.
- **Job Skills Placement** – Similar to an internship, this program places participants in unpaid work assignments with public organizations, private businesses, or non-profit agencies.
- **Career Counseling** – We can help you determine your career goals and the training and education required to succeed.
- **Labor Market Info** – Learn about current labor market analysis and occupational resources.
- **Office Resources** – Do you need the use of a computer, internet, printer, copier, telephone or fax machine? We can help!

## Training Services

Workforce Services has funding for training in occupations that are in demand. Training services provided should lead to a diploma and/or certificate.

- Training services may be available to individuals who are determined eligible and do not secure employment through the primary services offered. Documentation of a good faith job search is required.
- Financial assistance may be provided for tuition, books and other supportive services depending on eligibility and need.
- Training programs must be approved by Mono County Workforce Services.

## Let's Talk!

Please contact Workforce Services to discover more about the programs we provide. We are here to help you succeed!

