

EMPLOYMENT AND TRAINING ASSISTANT

DEPARTMENT: Tioga Co. Employment and Training
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Grade VI
ADOPTED: 8/94; Revised 7/98, 9/99, 9/00, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for performing a variety of para-professional tasks in the Office of Tioga Employment Center such as information gathering, conducting initial interviews and under supervision, assists with job development and monitoring of clients. The work differs from clerical work in that the incumbent is required to apply acquired knowledge of employment and training regulations and principles to individual situations and has an independence of judgment not permitted in clerical disciplines. The position differs from an Employment and Training Counselor in that the Assistant does not perform evaluation of data and development of career plans and often works with clients who do not need to be referred to a Counselor due to job readiness problems. The position is under the direct supervision of a higher level Employment and Training employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interview applicants, reviews client applications and makes referrals for eligibility determinations to a counselor;
- Assists agency clients in the attainment of realistic jobs and/or training opportunities;
- Facilitates group and individual evaluations and assessment activities;
- Administers tests, grading of aptitude tests, and reviews take home projects;
- Through conference, will assist counselor in identifying occupational or job readiness problems as well as implementing participant employability plans;
- Evaluates initial interview data and disseminates information to clients regarding job opportunities, training or other agency programs;
- Participates in formal training courses as needed;
- Attends on-the-job and special training sessions and studies appropriate materials related to the conduct of the local Employment and Training Programs;
- Orients former participants to the services still available through the program and refers those interested to these services;
- May prepare a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the operation of an Employment and Training Program; working knowledge of social science concepts related to poverty and unemployment; ability to collect, organize and interpret data and information relating to Employment and Training programs and projects; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; ability to work with groups of people from various backgrounds; ability to assist in providing services to clients; ability to express oneself both orally and in writing; ability to understand oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university in social science, human services or resources or closely related field; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years full-time paid experience or its part-time equivalent in counseling or employment interviewing, placement or training; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) or (b).