

DEPARTMENT: EMPLOYMENT & TRAINING
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 8, 2017

EMPLOYMENT & TRAINING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for performing a variety of para-professional tasks including, but not limited to, information gathering, program eligibility determination and documentation, initial client interviewing and referral in which individual judgment may be exercised. The incumbent is required to apply acquired knowledges of Employment and Training regulations and principles to individual situations and exercise independent judgment. The incumbent performs clerical support tasks for the department. Incumbents, under the direct supervisions of a Counselor or Coordinator, may also administer standardized vocational and/or assessment tests. May exercise supervision over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Reviews client applications and makes eligibility determinations;
2. Assists in matching job-ready [participants] individuals with positions available in the public or private sectors;
3. Interviews clients and identifies clients' strengths and/or barriers for employment;
4. Refers clients to appropriate agency for support services;
5. Disseminates information to individuals regarding job opportunities, training programs and other agency programs;
6. Under supervision, administers standardized assessment and vocational tests;
7. Attends specialized training sessions and studies appropriate materials related to the conduct of Federal, State and local employment programs;
8. Compiles information and prepares a variety of records and reports;
9. Processes payrolls, invoices, vouchers, and bills;
10. Maintains files and records;
11. Reconciles debit and credit account entries;
12. Operates a calculator, computer and other related office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the operation, policies, and procedures of an Employment & Training Program; working knowledge of social science concepts related to poverty and unemployment; working knowledge of the methods used in maintaining and checking financial accounts and records; working knowledge of office terminology, procedures, equipment, business arithmetic and business English; skill in using modern computer software applications and hardware at an acceptable rate of speed and accuracy; ability to collect, organize, and interpret data and information related to labor issues and employment & training programs; ability to make arithmetic computations; ability to establish and maintain effective working relationships with clients, private and governmental agencies, and labor groups; ability to express oneself both verbally and in writing; ability to understand and execute verbal and written directions; ability to organize and maintain accurate records and files; sound professional judgment; tact and courtesy; neatness of appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status in a clerical position in the Niagara County Employment & Training Department immediately preceding the date of examination.

OPEN-COMPETITIVE: Graduation from high school or possession of an equivalency diploma **AND**

1. Completion of a minimum of sixty (60) semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; **OR**
2. Two (2) years experience in job development, personnel counseling or placement in a labor based or community action agency dealing with the employment and training of targeted populations such as disabled, minority, economically disadvantaged, dislocated workers or low income persons.

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