

DATE: February 5, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Sharon Williams, Director Office of Employment & Training
535 Boices Lane, Kingston, NY 12401

JOB VACANCY: Employment and Training Assistant / Full-Time / Permanent/Provisional / Benefited

LOCATION: 535 Boices Lane

SALARY: \$28.97 /hour (Grade 12)

FILL DATE: February 27, 2026



DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for performing a variety of para-professional tasks in an Employment and Training Agency. The work is done as a way to improve job skills of the unemployed, under-employed and economically disadvantaged agency clients, and to improve the total employment opportunities in the County. The incumbent is responsible for gathering employment-related information, conducting initial interviews with clients, and verifying their eligibility; and under supervision, providing counseling and performing job development. The work differs from clerical work in that the incumbent is required to apply acquired knowledges of Employment and Training regulations and principles to individual situations and has an independence of judgment not permitted in clerical disciplines. The position is under the direct supervision of a professional Employment and Training employee. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the occupational conditions, trends and job development opportunities in the community; working knowledge of available community agencies and resources; working knowledge of the operation of an Employment and Training Program; working knowledge of current windows-based and web-based office software applications; ability to comprehend the social science concepts related to poverty and unemployment; ability to make realistic assessments of the employment capabilities of socially disadvantaged people; ability to establish and maintain effective working relationships with clients, private and governmental agencies, and labor groups; ability to prepare written material; ability to express oneself both orally and in writing; good judgment; good organizational skills; initiative; patience; resourcefulness; tact; courtesy; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State registered college or university; **OR**
- B. Two (2) years of experience in job development, personnel counseling, or placement in an Employment and Training, community action, or similar agency dealing with the employment and training of economically disadvantaged, minority, handicapped, or low income persons; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B.

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

Special Requirement: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation and by the Regulations of the Commissioner of Education, candidates for employment in school districts must obtain clearance for appointment from the State Education Department based upon fingerprinting and a criminal history background check.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.