

## EMPLOYMENT AND TRAINING ASSISTANT

**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.

**TYPICAL WORK ACTIVITIES** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in the development of potential jobs and/or training opportunities for agency clients;

Interviews clients to determine their employability, eligibility for program participation, and counseling or case management needs;

Reviews client applications and makes eligibility determinations;

Assists in matching job-ready participants with positions available in the public and/or private sector;

Distributes information to clients regarding job opportunities, training or other agency programs, including vocational training;

Refers clients to appropriate skills training courses and/or apprentice programs and vocational education to improve job skills;

Maintains all relevant participant work records and sees that all pertinent data on participants in the program are regularly entered in their files;

Remains current on changes to entry-level job skill requirements and new or changing technologies in business and industry;

Attends on the job and special training sessions to familiarize oneself with current trends in employment;

Studies appropriate materials related to Employment and Training programs, including economic and demographic data;

Maintains contacts with educational, governmental and community agencies on various levels to provide information and to aid in the promotion of joint efforts in the referral, counseling and job placement of clients;

Assists participants in resume writing, demonstrates appropriate interviewing skills and follow-up interview skills with job seekers;

Prepares a variety of records and reports;

May assist in community outreach work by establishing and maintaining contact with diverse groups through attending job fairs and other events otherwise enhancing awareness and publicity of the employment services and assistance offered;

May assist in providing one-on-one career counseling and case management services to individuals.

**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 and Training Assistant**

**Page 3**

employment in school districts must obtain clearance for appointment from the State Education Department based upon fingerprinting and a criminal history background check.

ULSTER COUNTY

2930 E&T AST

Classification: Competitive

2931 E&T AST PT

Classification: Non-Competitive

Grade: 12

Union: CSEA

Revised: July 14, 2005

Revised: August 15, 2005