

EMPLOYMENT AND TRAINING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves performance of a variety of paraprofessional tasks in an Employment and Training Agency, such as information gathering, conducting initial interviews, verifying eligibility of participants and, under supervision, counseling, job development and monitoring of sub-grantees. 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. Work is performed under direct supervision of a professional Employment and Training employee. Supervision may be exercised over clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the development of realistic jobs and/or training opportunities for agency clients;
Reviews client applications and makes eligibility determinations;
Assists in matching job ready participants with positions available in the public or private sector;
Under supervision assists in the financial and non-financial monitoring of sub-agents;
May assist in the implementation, operation and maintenance of an occupational assessment system;
Interviews clients and identifies clients' skills or job readiness problems as well as assists in the formulation of participant employability plans;
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 local Employment and Training Programs;
Prepares a variety of records and reports;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, 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;

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ability to develop jobs and provide services to clients; ability to express oneself both orally and in writing; ability to understand oral and written directions.

MINIMUM QUALIFICATIONS: Either

- a) Completion of a minimum of 60 college credit hours; or
- b) Two (2) years experience in job development, personnel counseling or placement in an Employment and Training, community action, personnel placement or similar agency preferably dealing with the employment and training of economically disadvantaged, minority, disabled or low income persons; or
- c) An equivalent combination of training and experience as defined by the limits of a) and b).

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.