



Seneca County
Personnel Department

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TO: ALL APPLICANTS APPLYING FOR EMPLOYMENT AND TRAINING ASSISTANT

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

EMPLOYMENT AND TRAINING ASSISTANT DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position is responsible for performing a variety of para-professional tasks in an Employment and Training Agency such as information gathering, conducting initial interviews with, and verifying eligibility of, participants and under supervision, counseling, job development, monitoring of sub-grantees, and assists in coordination of the VITA program. The work differs from clerical work in that this incumbent is required to apply knowledge of Employment and Training regulations and principles to individual situations and has an independence of judgement not permitted in clerical disciplines. The position is under the direct supervision of a professional Employment and Training employee. Supervision may be exercised over clerical personnel; does 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.

When assigned to the VITA (Voluntary Income Tax Assistance) program:

Completes tax forms in accordance with policies and in compliance with IRS regulations;
Resolves customer complaints or refers situations to supervisor for resolution;
E-File/Transmission and Quality Review;
Assists volunteers with troubleshooting during tax preparation;
Assists Program Coordinator with Administrative responsibilities.

FULL KNOWLEDGES, SKILLS, ABILITIES & 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 develop jobs and provide 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.

PROMOTION:

Two years of permanent status in a clerical position in the Seneca County Employment and Training Office.

MINIMUM QUALIFICATIONS: Open Competitive Either:

- (a) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university; or
- (b) Two 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 or economically disadvantaged minority, handicapped, or low income persons.
- (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 towards meeting full-time experience requirements.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's License is required.