



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



### **Employment & Training Assistant Exam Number 63459**

**VACANCIES:** At present there are no vacancies in Seneca County's Workforce Development Department. This eligible list will be used to fill future vacancies as they occur in Seneca County.

**RESIDENCY:** Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of Seneca County for at least one month prior to the date of certification and are residents of Seneca County at the time of appointment.

**SALARY:** \$15.49 per hour

**MINIMUM QUALIFICATIONS:** 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, 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 towards meeting full-time experience requirements.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a valid New York State Driver's License is required, and must be maintained throughout employment.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Examination To Be Held:  
**October 13, 2018**

Applications Accepted Up To:  
**September 6, 2018**

**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.

**VETERANS CREDITS:** Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

**CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**CROSS-FILING:** If you cross file for the 10/13/18 examination with more than one civil service agency, you must notify each agency in writing before the last filing date so that arrangements can be made for you to take a single written test for all jurisdictions for which you apply. Please indicate on the cross filing form obtained by clicking here: <https://seneca-portal.mycivilservice.com/Crossfile%20Form.pdf> the names of the jurisdictions where other applications have been filed and the location where you wish to sit for this test. Failure to notify each agency may result in disqualification from one or more examinations in the series.

**APPLICATION FEE:** A fee of **\$10.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. **The required fee must accompany your on-line application.**

**APPLICATION FEE WAIVER:** A waiver of the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application.

**NOTE:** Religious accommodation, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

**NOTE:** This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

**NOTE:** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. However, devices with typewriter keyboards, 'Spell Checkers, Personal Digital Assistants, Address Books,' Language Translators, Dictionaries, or similar devices are prohibited. **Use of calculators is ALLOWED.**

#### **GENERAL INSTRUCTIONS AND INFORMATION:**

1. To apply online, please visit <https://seneca-portal.mycivilservice.com/jobopps> .
2. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter the examination title which identifies the examination for which you are filing.
3. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
4. Notify this agency immediately of any change of address. When writing, give the title of examination.
5. Falsification of any part of the "Application for Employment" will result in disqualification.
6. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
7. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
8. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
9. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

## **Use of calculators is ALLOWED**

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

### **1. Advising and interacting with others**

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

### **2. Interviewing**

These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

### **3. Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

### **4. Principles and practices of employment counseling**

These questions test for knowledge and understanding of the principles, practices, and techniques of employment counseling. Questions may include such topics as counseling individuals and/or groups on employment-related issues; providing support, advocacy, and accountability; and developing job opportunities throughout the community.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at:  
<https://www.cs.ny.gov/testing/testguides.cfm>

**POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.  
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Posting Date: **August 9, 2018**