



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER



CIVIL SERVICE OPPORTUNITIES

**Employment & Training Assistant
(VITA Voluntary Income Tax Assistance Program)
2019 rate: \$15.88 per hour**

This is a temporary position, which offers no health insurance benefits

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

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.
- (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/joboppps>

Applications Accepted Up To:
December 15, 2018
or until position is filled

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):

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.

Posting Date: November 29, 2018