



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**EMPLOYMENT & TRAINING ASSISTANT (TEMPORARY)**  
**Seneca County Workforce Development**  
**RATE: Per CSEA Agreement**

**RESIDENCY:** 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:** (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 (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 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.

### **PROMOTION:**

Two (2) years of permanent status in a clerical position in the Seneca County Employment and Training Office.

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

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

### **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 works in conjunction with an Employment and Training Counselor or Coordinator. The position is under the direct supervision of the Deputy Director of Workforce Development. The incumbent of this position 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;  
May present job training and employment related workshops;  
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 PERFORMANCE 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.

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

Applications Accepted up to:  
December 31, 2019 or until  
position is filled

Posting Date: December 12, 2019