



***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.  
This is the beginning position at the professional level in the vocational guidance field in a local One Stop Center. The duties involve responsibility to assist participants in formulating and modifying an employability plan which may involve remedial education, work experience, specialized skill, training, job placement and related screening and supportive services. An Employment & Training Counselor is called upon to exercise sound professional judgement in formulating and carrying out plans to meet individual problems under general supervision of either a higher level counselor or other staff employee of the agency who, as necessary, offers guidance and instructions on individual problem cases and reviews their progress. Supervision may be exercised over the work of clerical assistants. The incumbent of this position does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

- Interviews clients applying to participate in components of a local One Stop Center to determine eligibility and formulate an employability plan which may involved remedial education, orientation to working situations, skills training and related support services leading to a goal of unsubsidized job placement;
- Aids clients in obtaining specific support services such as transportation, childcare, legal aid, public assistance, etc., by contacting the proper agency;
- Makes home or work site field visits to discuss problems and progress with clients, training agencies and employers;
- Interviews and reviews client's history to gather and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to aid in formulating an employability or training plan;
- Maintains continuous contact with clients throughout participation in the assigned component such as on-the-job or skills training, remedial education, etc., and provides periodic guidance I meeting established plan goals;
- Provides information to clients regarding job opportunities, training or apprentice programs and vocational education to best prepare the client for an unsubsidized job;
- May initiate and recommend changes in client employability or training plan as needed;
- Maintains and updates client program records including intake information, employability plan, case notes, progress reports, and evaluations;
- Confers with clients regarding program progress and problems and discusses potential solutions;
- May conduct orientation and informational sessions with clients groups regarding career opportunities in the community;
- Participates in staff meetings and conference to define client's goals, problems and progress;
- Visits community groups, schools, churches, businesses etc., to promote the use of and participation in agency services;
- Prepares a variety of records and reports related to agency activities and individual assignment.

**FULL KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of concept related to cultural, environmental and personal factors influencing lives of persons who are economically disadvantaged, low income or unemployed; working knowledge of interviewing practices and procedures; working knowledge of community organizations and human service agencies; working knowledge of occupational information related to vocational guidance, training and placement; working knowledge of Federal, State and local Workforce Investment Act Rules, laws, and regulations and ability to apply the knowledge in performance of duties; ability to evaluate client vocational interests and aptitudes; ability to communicate goals and services to individuals and groups and stimulate their interest; ability to work with clients in a variety of vocational guidance situations; ability to understand, interpret and prepare written materials; tact and understanding; good physical condition.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; or
- B. Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university and two years of full-time paid experience as a counselor, caseworker, employment interviewer or similar title in a community action or similar agency dealing with the employment or training of economically disadvantaged, minority or low income persons; or

- C. Graduation from high school or possession of a high school equivalency diploma and four years of full-time experience as defined in (B); or
- D. An equivalent combination of training and experience as defined by the limits of (A) through (C).

NOTE: Post high school educational training in the areas defined in (A) can be substituted for experience on a year-for-year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

\* Social Welfare Examiner experience is not qualifying experience.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

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