

GENESEE COUNTY

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, and monitoring of sub-grantees. The work differs from clerical work in that the incumbent is required to apply acquired knowledge of Employment and Training regulations and principles to individual situations and has an independence of judgment 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:

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.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR 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.

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Page 2

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of a high school equivalency diploma, **AND 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 of 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 toward meeting full-time experience requirements.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Adopted 12/6/85
Revised 4/9/03