

CERTIFICATION Officer Trainee

DISTINGUISHING FEATURES OF THE CLASS: The work involves participating in on-the-job and formalized training to acquire the skills of a Certification Officer. The successful candidate will be trained and cleared by the New York State Education Department, Office of Teaching Initiatives. An employee in this class performs coordination tasks managing the regional licensing/certification of professional educators, teaching assistants and coaches. The work involves complex clerical operations and the exercise of independent judgement in advising members of the public and school administrators on information regarding personnel policies and practices and certification. An incumbent may also assist in administering various aspects of rules and policies involving personnel matters. Personnel duties may be conducted under close supervision. A Certification Officer Trainee does related work as required.

TYPICAL WORK ACTIVITIES:

- Evaluates credentials, e.g., transcripts, for specific certificates and advises on additional coursework required for certification;
- Conducts a thorough, accurate and timely evaluation of applicant's teacher certification application and credentials in accordance with applicable laws, regulations, policies and procedures to determine whether the application and supporting credentialing documentation, as provided by the applicant, meets the certification requirements;
- Completes evaluations for teacher certification-related applications, including teaching assistant certificates and coaching licenses (temporary and professional);
- Acts as a liaison between component school districts and the New York State Education Department's Office of Teaching Initiatives;
- Reviews required paperwork for completeness and sends to the Office of Teaching Initiatives with a recommendation of certification in order to expedite the process;
- Arranges periodic information meetings with school district administrators and State representatives to advise of any changes in requirements for certification and develops and distributes materials for these meetings;
- Advises staff on teaching assistant and coaching certification matters;
- Maintains extensive contact with school district administrators to advise them of any certification issues within their districts;
- Processes personnel transactions and/or requests missing information or corrective action so transactions are in conformance with standards;
- Provides information concerning personnel matters to members of the public, public officials, employees and other jurisdictions;
- Prepares material for and presents pre-employment sessions to new employees;
- Composes and types various correspondence;
- Prepares and files various reports;
- Utilizes electronic data and word processing equipment to establish and adjust records, review data, register information, and compose correspondence and memoranda.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the organizational mission of a Personnel Department; good knowledge of general office terminology, procedures, and equipment; ability to readily acquire familiarity with the organization, functions, policies, and regulations of the personnel agency to which assigned; ability to handle routine office details independently, including the composition of important letters and memoranda; ability to type/operate alphanumeric keyboards accurately at an acceptable rate of speed; ability to use computer applications such as spreadsheets, word processing and e-mail software; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to maintain confidentiality; initiative; good judgement; resourcefulness; tact and courtesy in dealing with others.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and five years of clerical office experience.

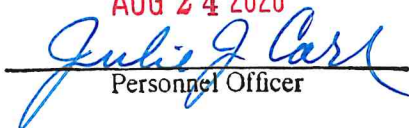
NOTE: Graduation from a regionally accredited or New York State registered college, university, or business institute with at least an associate degree may be substituted for the required experience on a year for year basis with 30 semester credit hours equal to one year of experience. One year of experience is required and additional experience beyond the baccalaureate degree level cannot be substituted for this year of experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 8/24/2020

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AUG 24 2020


Personnel Officer