

EMPLOYMENT AND TRAINING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves conducting initial interviews and under supervision, counseling and job development. Duties are performed under general supervision. An Employment and Training Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Accepts and reviews applications for completeness;
- Interviews clients and identifies skills or job readiness problems;
- Assists in developing and updates employability development plans for participants;
- Disseminates information to clients regarding job opportunities, vocational training or other educational programs;
- Assists in matching participants with jobs available in the public or private sector;
- Aids in financial and non-financial monitoring;
- Participates in the development of realistic jobs and/or training opportunities for clients;
- Prepares a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: 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 effective working relationships with clients and other groups; ability to express oneself orally and in writing; ability to understand and follow oral and written directions; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

- A.) Successful completion of 60 semester credit hours from 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 agency dealing with the unemployed or economically disadvantaged.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION