

Jurisdictional Class: Competitive
Adopted: April 2, 1981
Revised: February 11, 2020

EMPLOYMENT AND TRAINING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position involving responsibility for gathering information, conducting initial interviews with and verifying eligibility of participants, 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 positions. The position is under the direct supervision of a professional Employment and Training employee. Supervision may be exercised over clerical personnel. The incumbent 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 make eligibility determinations;
Assists in matching job ready participants with positions available in the public or private sector;
Makes work site or other field visits to discuss problems and progress with training agencies, and employers;
Assists in the financial and non-financial monitoring of sub-agents;
May assist in the implementation, operation, and maintenance of a client data 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;
May design and/or conduct workshops for job seekers and businesses involving areas related to Workforce Development;
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.

FULL PERFORMANCE KNOWLEDGE, 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 use a computer in the maintenance of records and reports;
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.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(a) Completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State registered college or university; or

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(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 of economically disadvantaged, minority, handicapped, or low-income persons; or

(c) An equivalent combination of training and/or experience as defined by the limits of (a) and (b) above.

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

SPECIAL REQUIREMENT: Assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements in the ordinary course of business in a confidential, timely, and efficient manner.