

## **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 the Office of Employment and Training. The duties involve information gathering, conducting initial interviews and verifying eligibility of participants. Under direct supervision of a higher level Employment & Training employee the incumbent performs counseling, job development and monitors sub-grantees. The work differs from clerical work in that the incumbent is required to apply acquired knowledge of Employment & Training principles and regulations to individual situations and exercises independent judgement not permitted in clerical disciplines. Supervision may be exercised over clerical personnel. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Develop realistic jobs and/or training;  
Assists in the development of realistic jobs and/or training opportunities for agency customers;  
Reviews client applications and makes eligibility determinations;  
Makes referrals to address identified needs;  
Under supervision may assist in the financial and non-financial monitoring of sub-agents;  
Inputs customer characteristics on Automated Case Management System to record data pertaining to EEO/Affirmative Action, training and job plans and job placement information;  
Assists customers in accessing resource materials, demonstrates the use of computer terminals and software;  
Assist in the implementation, operation and maintenance of an occupational assessment system;  
Interviews customers and identifies customers skills or job readiness problems as well as assists in the formulation of customer employability plans;  
Disseminates information to customers regarding job opportunities, training or other agency programs;  
Interviews all former participants to establish their present employment situation and determines if further services are necessary;  
Orients participants to the services still available through the program and refers those interested to these services;  
Prepares a variety of records and reports;  
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;  
Schedules clients for appropriate services;  
Covers the resource room front desk as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND 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;  
Good knowledge of personal computers and software;  
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:**

- A) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university; OR
- B) Graduation from high school or possession of a high school equivalency diploma and two years of experience in counseling or employment interviewing, or providing assistance to clients in a professional office setting; OR
- C) An equivalent combination of training and experience within the limits of A) and B) above.