

STAFF ASSISTANT(EMPLOYMENT AND TRAINING)

GENERAL STATEMENT OF DUTIES: Provides support to professional employment counseling and case management staff; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting individuals with job placement problems to secure employment by means of employability assessments and referrals for occupational skills training. Independent judgment is exercised in the evaluation of the individual's employability, previously acquired skills and training and in making recommendations for additional training, counseling or referral to other community agencies when needed. Supervision may be exercised over support clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Administers tests to clients to assess their eligibility for program participation, employability, and aptitudes;

Interprets assessment tests to determine suitability of training referrals, placements and the extent of vocational adjustments;

Refers clients to appropriate training courses to improve job skills;

Refers clients to other community resources when such need is indicated;

Provides information and acts as liaison between counseling staff and job placements to aid in the joint efforts of referral, counseling and job adjustments services to clients;

Prepares informational brochures and other literature to promote affirmative action and understanding of the employment needs of special applicant groups, such as women, youths, minorities, and disabled etc.;

Assists the Employment Counselors in securing data to secure public assistance, financial aide, assessment services and training for clients;

Keeps abreast of available grant funds in the area of employment and training, and participates in the application process;

Performs related support functions;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of occupational conditions, trends and job development; good knowledge of available community resources for employment and human services; familiarity with the rules, regulations and procedures for eligibility of applicants in employment and training programs; ability to make realistic assessment of the employment capabilities of socially disadvantaged people and make appropriate referrals to increase their employability; ability to administer and interpret evaluative tests; ability to express oneself clearly both orally and in writing; good judgment; initiative; resourcefulness; patience; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* and one year of experience in personnel interviewing, employment counseling, recruitment, placement, job development, manpower planning, education, or training; or (b) satisfactory completion of 30 credits toward a Master's Degree* in Business or Public Administration, Manpower Planning, Human Development, Psychology or Personnel Administration.

SPECIAL REQUIREMENT: Depending on the requirement of specific positions, candidates may be required to possess a current, valid license to operate a motor vehicle in the State of New York.

SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.