

STAFF ASSISTANT (JOB DEVELOPMENT)

GENERAL STATEMENT OF DUTIES: Interviews and refers applicants for employment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for locating and developing new employment opportunities with local public and private employers to assist in the placement of individuals with employability problems into jobs, on-the-job and skilled training programs, or into schools. Work also involves support services such as assistance with resume writing, referrals to community resources and information services. Supervision may be exercised over clerical support staff.

EXAMPLES OF WORK: (Illustrative Only)

Conducts interviews with applicants to determine employment and/or educational needs and assists them in job seeking or registration;

Evaluates applicants' qualifications and suitability for available jobs;

Works with various public, private and community agencies to encourage and assist them in developing channels and opportunities for the employment and/or development of applicants in their own workforce;

Works with various schools for admission of applicants to special training or continuing education courses;

Assists applicants in obtaining needed resources to be able to work or attend school, such as transportation, day-care or babysitting services;

Conducts workshops on job hunting skills;

Participates in case review sessions to discuss and evaluate applicant abilities to meet occupational or vocational goals;

Gives information either personally or over the telephone about employment and referral services;

Maintains listings of available positions and referral resources;

Prepares reports and assembles material, as required.

Attends meetings, job fairs, conferences, etc.;

Performs related administrative function to insure the smooth and effective operation of the office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques of interviewing; familiarity with educational and training resources in the New York Metropolitan area; familiarity with a wide spectrum of occupational categories and the basic qualifications for each; ability to communicate effectively with all types and levels of people, both orally and in writing; ability to elicit information from clients through oral interviews; good judgment; initiative; tact; resourcefulness; physical condition commensurate with the requirement of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) graduation from a recognized college or university with a Bachelor's Degree* and one year experience in personnel interviewing, counseling or personnel; or (b) five years experience in personnel interviewing, counseling or personnel; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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