



Yates County Office of Civil Service  
417 Liberty Street  
Penn Yan, NY 14527

## VACANCY ANNOUNCEMENT: EMPLOYMENT AND TRAINING ASSISTANT

### YATES COUNTY IS SEEKING APPLICANTS FOR *EMPLOYMENT AND TRAINING ASSISTANT* TO FILL 1 VACANCY

<b>Type of Appointment:</b> <b>Position Status:</b> <b>Classification:</b>	Provisional Full Time Competitive	<b>Rate of Pay:</b>	\$22.24 per hour (2024 rate)
<b>Location:</b> <b>Department:</b>	Yates County Social Services – Workforce Development	<b>Contract:</b>	CSEA, Group VII
<b>Vacancy:</b>	1 position currently vacant	<b>Exam Date:</b>	January 18, 2025
<b>Residency Requirement:</b>	<b><i>Residency requirement WAIVED to apply.</i></b>  Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to <b>appointment</b> .	<b>Application Fee:</b>	\$17.00
<b>Posted:</b>	December 18, 2024	<b>Application Deadline:</b>	January 1, 2025

### EMPLOYMENT AND TRAINING ASSISTANT - JOB DESCRIPTION

#### DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing a variety of para-professional and clerical tasks in an Employment and Training Agency such as information gathering, conducting initial interviews with, and verifying eligibility of, participants, and under supervision, counseling, job development, monitoring of sub-grantees. The para-professional work is combined with the duties associated with those in the Senior Account Clerk-Typist classification. An incumbent is required to apply acquired knowledge of Employment and Training regulations and principles to individual situations and exercises independent judgment. The position is under the direct supervision of a professional Employment and Training employee. Supervision may be exercised over clerical personnel. 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 makes eligibility determinations;
- Assists in matching job-ready participants with positions available in the public or private sector;
- May assist in the implementation, operation, and maintenance of an occupational assessment system;
- Interviews clients and identifies client skills or job readiness problems as well as assists in the formulation of participant employability plans;
- Types various forms, on occasion;
- Disseminates information to clients regarding job opportunities, training, or other agency programs;
- Assists with verifying youth employment payroll;
- 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;
- Prepares a variety of records and reports;
- Creates program marketing materials as needed and/or assists in actively marketing programs to businesses, community, and youth;
- Performs other duties as assigned.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of English;  
Working knowledge of the operation of an Employment and Training Program;  
Working knowledge of social science concepts related to poverty and unemployment;  
Ability to type accurately at a satisfactory rate of speed;  
Ability to collect, organize, and interpret data and information relating to Employment and Training programs and projects;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to establish and maintain effective working relationships with clients, private and governmental agencies, and labor groups;  
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;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Completion of a minimum of twenty-four (24) 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 (2) years of experience in job development, personnel counseling, or placement in an Employment and Training, community action, or agency dealing with the employment and training of economically disadvantaged, minority, handicapped or low-income persons; **OR**
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTES:**

- a) Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.
- b) Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT(S):**

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**