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

VACANCY ANNOUNCEMENT:
EMPLOYMENT & TRAINING COUNSELOR

YATES COUNTY IS SEEKING APPLICANTS FOR *EMPLOYMENT & TRAINING COUNSELOR* TO FILL 1 VACANCY			
Type of Appointment: **Position Status:** **Classification:**	Permanent Full Time – 35 hours Non-Competitive (PJC)	**Rate of Pay:**	$28.61 per hour (2026 Start Rate)
Location: **Department:**	Yates County Social Services – Workforce Development	**Contract:**	CSEA, Group X
Vacancy:	1 position currently vacant	**Exam Date:**	Not Applicable
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to appointment.	**Application Fee:**	Not Applicable
Posted:	November 3, 2026	**Application Deadline:**	Applications Accepted Until Filled

EMPLOYMENT & TRAINING COUNSELOR - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

Provides professional vocational guidance and related services to individuals participating in various aspects of the local Employment and Training Program. This is an entry-level position in the field of vocational guidance in the local Employment and Training Agency. The duties involve the responsibilities of assisting Employment and Training participants in formulating and modifying employability plans which may involve remedial education, work experience, specialized skill training, and related supportive services. The Employment and Training Counselor is called upon to exercise sound professional judgment in formulating and carrying out plans to meet in-dividual vocational problems faced by participants. Work is performed under the general supervision of either a higher-level Counselor or other higher level administrative staff employee of the agency who, as necessary, offers guidance and instruction on individual problem cases. Supervision may be exercised over the work of para-professional and clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal, and social background to aid in formulating employability or training plans;
- Formulates employability plans for participants of the program;
- Aids Clients in obtaining support services as needed;
- Provides information to clients regarding job opportunities, training, or apprentice programs and vocational education;
- Makes home or work site field visits to discuss problems and progress with clients, training agencies, and employers;
- May conduct orientation and/or informal informational sessions with client groups regarding career opportunities in the community;
- Maintains and updates client program records, employability plans, and progress reports;
- Visits community groups to promote the use of Employment and Training Agency Services;
- Participates in staff meetings and conferences designed to define client goals, problems, and evaluate progress;
- May administer standardized vocational tests used in the evaluation of WIOA participant's vocational skills and/or needs;
- Prepares a variety of narrative as well as tabular reports;
- Performs other duties as assigned.

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

Working knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of Employment and Training Agency clientele;
Working knowledge of interviewing practices and techniques;
Working knowledge of community organizations and human service agencies;
Good knowledge of training and educational programs sponsored by the Employment and Training Agency;
Working knowledge of sources of job placement;
Working knowledge of Federal, State and Local Employment and Training Rules and Regulations, and ability to evaluate knowledge in the performance of the duties of the position;

Ability to evaluate clients' vocational interests and aptitudes;
Ability to establish and maintain effective interpersonal relationships with clients, employers and training agencies;
Ability to prepare, as well as interpret, narrative and tabular reports;
Ability to communicate effectively orally;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; OR
b) Satisfactory completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State registered college or university; AND two (2) years of full-time experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities; OR
c) Graduation from high school or possession of a high school equivalency diploma; AND four (4) years of full-time experience as defined in (b); OR
d) An equivalent combination of training and experience as defined by the limits of (a) through (c).

NOTES:

- Post high school educational training in the areas defined in (b) can be substituted for experience on a year-for-year basis.
- Documented verifiable part-time or volunteer experience will be accepted on a prorated basis toward meeting full-time experience requirements.
- 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.**