

Please post conspicuously

**OTSEGO COUNTY ANNOUNCES THE FOLLOWING VACANCY:**  
**Department of Social Services**  
***Employment & Training Assistant***  
**\$38,252 - \$45,097**  
**DATED: October 4, 2024**  
**LAST DAY FOR FILING: October 18, 2024**  
**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for performing a variety of administrative support tasks such as information gathering, conducting initial interviews with, and verifying eligibility of, participants, and under supervision, counseling, job development, and monitoring of sub-grantees. The work differs from clerical work in that the incumbent is required to apply acquired knowledge of Employment and Training regulations and principles to individual situations and has an independence of judgment not permitted in clerical disciplines. The position is under the direct supervision of a higher-level employment position. Supervision may be exercised over clerical personnel; does related work as required.

**TYPICAL WORK ACTIVITIES:**

- 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;
- Under supervision assists in the financial and non-financial monitoring of sub-agents;
- May assist in the implementation, operation, and maintenance of an occupational assessment system;
- Interviews clients and identifies clients skills or job readiness problems as well as assists in the formulation of participant employability plans;
- Disseminates information to clients regarding job opportunities, training, or other agency programs;
- 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.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES:** 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; 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.

**PROMOTIONAL QUALIFICATIONS:**

- (a) Two (2) years of permanent status in a clerical position in Otsego County; or
- (b) One (1) year permanent status as a Social Welfare Examiner in Otsego County.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree or higher; OR
- (b) Two (2) years experience in job development, personnel counseling, or placement in an Employment and Training, community action, or similar agency dealing with the employment and training of economically disadvantaged, minority, handicapped, or low income persons.
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE:** Verifiable part-time and/or volunteer experience will be prorated toward meeting full time experience requirements.

**NOTE:** 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.

Applicants may be required to undergo a Local, State, and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Classification: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)