



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Employment & Training Counselor #4759

PAY RATE: \$23.70-\$27.76/hr

DEPARTMENT/DIVISION: Employment & Training

WORK LOCATION: Trott Access Center

STATUS: Provisional

DESCRIPTION: Employees in this class perform a variety of tasks in planning, developing and implementing all phases of the employment and training program cycle and ensuring the effective delivery of services to program customers. An employee in this class is responsible for interviewing, assessing, and assisting program participants in formulating and modifying an employability plan which may involve remedial education, work experience, specialized skill training, on-the-job training, job placement and related screening and supportive services. Incumbents are required to exercise sound professional judgment in accordance with established laws, policies, and procedures. The work is performed under the general supervision of a higher-level staff employee who offers guidance and instruction on individual problem cases and reviews their progress. Supervision may be exercised over the work of paraprofessional and clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS: OPEN-COMPETITIVE: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in education, behavioral science, social sciences, human services or resources, or other field of study specifically structured to prepare individuals in the field of training, counseling, or employment; or

Satisfactory completion of a minimum of (sixty) 60 semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with at least twelve (12) credit hours in any of the areas described above and two (2) years of full-time paid experience as

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a counselor, caseworker, employment interviewer, teacher or other related position with similar duties and responsibilities.

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as an Employment & Training Assistant in the Niagara County Employment & Training Department immediately preceding the date of exam.

Provisional Appointment: Successful Candidates will be required to take a Civil Service Examination and be reachable for a permanent appointment.

DATE POSTED: **9/24/21** DEADLINE: **10/07/21**

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer