



NIAGARA COUNTY JOB POSTING

DATE POSTED: 1/1/24 DEADLINE: 1/14/24

POSITION TITLE/ #: Employment & Training Assistant #13313

POSITION CLASS: Competitive - No eligible list

PAY RATE: \$25.49 - \$29.48/hour WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Employment & Training

WORK LOCATION: Trott Access Center - NF

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Provisional

Submit letter of interest and resume to:

NAME: Donald J. Jablonski, Director

ADDRESS: Niagara County Employment & Training, 1001 - 11th Street, Niagara Falls, NY 14301

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Provisional

DESCRIPTION: For a complete job description and minimum requirements please visit:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

An employee in this position is responsible for performing a variety of para-professional tasks including, but not limited to, information gathering, program eligibility determination and documentation, initial client interviewing and referral in which individual judgment may be exercised. The incumbent is required to apply acquired knowledge of Employment and Training regulations and principles to individual situations and exercise independent judgment. The incumbent performs clerical support tasks for the department. Incumbents, under the direct supervisions of a Counselor or Coordinator, may also administer standardized vocational and/or assessment tests. May exercise supervision over clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status in a clerical position in the Niagara County Employment & Training Department immediately preceding the date of examination.

OPEN-COMPETITIVE: Graduation from high school or possession of an equivalency diploma AND

1. 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; OR

2. Two (2) years experience in job development, personnel counseling or placement in a labor based or community action agency dealing with the employment and training of targeted populations such as disabled, minority, economically disadvantaged, dislocated workers or low income persons.

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

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 here:
<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

Form Revised 4/4/2023