

## **EMPLOYMENT ASSISTANT II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily technical work involving responsibility for overseeing and participating in the location of job openings and evaluation of the employment potential of welfare applicants and clients. The work is distinguished from that of an Employment Assistant I in the complexity of assignments and the exercise of independent judgment. The work is performed under the general supervision of the Coordinator, Employment Programs and Services, and work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops job opportunities for clients by initiating contact with business people and public agencies in the community, responding to advertisements for employment and speaking to community groups;  
Provides guidance to others in the Employment Unit as needed regarding work assignments and in order to resolve problems, etc.;

Reviews completed intake forms to ensure accurate employability determinations and appropriate referrals to work sites;

Maintains daily contact with employers and clients to monitor client progress and participation in work assignments;

Maintains liaison with New York State Employment Service, Substance Abuse Program, and other Social Services units to exchange relevant information on employment requirements and procedures;

Compiles data on client participation in the Public Works Project and the Temporary Employment Assistance Program and prepares reports for local and state agencies, as required;

Oversees the preparation and disbursement of Public Assistance Checks to employable clients;

Requests the implementation or sanctions for non-complying clients, when necessary;

May provide information to assist with the completion of annual employee evaluations.

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

Good knowledge of social service rules and regulations with reference to employment; good knowledge of interviewing techniques; good knowledge of the social and economic problems of economically depressed groups; ability to communicate effectively, both orally and in writing; ability to maintain cooperative relationships with others; ability to understand and interpret procedures, policies and regulations; ability to use computer software (e.g. Microsoft Word, Excel) as it pertains to the functions of the Employment Unit\*.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher and one (1) year of employment interviewing experience, or
2. Graduation from high school or possession of an equivalency diploma and three (3) years of employment interviewing experience.

**PROMOTION:** Two (2) years of permanent status as an Employment Assistant I.

\*To be demonstrated during the probationary period.

R.C.D.P. (08.01.2008) 07.28.2015  
Competitive