

EMPLOYMENT REPRESENTATIVE

Distinguishing Features of the Class: This is an entry level position in an Employment and Training Agency responsible for performing a variety of tasks such as gathering information, conducting initial interviews, determining and verifying eligibility of clients and assessing the employment capabilities and limitation of individuals. The Employment Representative may perform job development and monitoring of sub-grantees. The incumbent does related work as required. This position is under the direct supervision of a professional Employment and Training employee.

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.
- May assist in the implementation, operation, and maintenance of occupations/educational assessment system.
- Interviews clients and identifies clients skills or job readiness problems as well as assists in the formulation of the initial stage of a participant employability plan.
- Disseminates information to clients regarding job opportunities, training, or other agency programs and may refer clients to a variety of agencies for supportive services as needed.
- Maintains and updates program records involving intake information, case notes.
- May assist in conducting various orientation and employment readiness training programs.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Good knowledge of interviewing techniques.
- Working knowledge of the operation of Employment and Training Programs.
- Working knowledge of the problems of the disadvantages and the unemployed in obtaining employment.
- Working knowledge of community organizations and human service agencies.
- 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.
- Physical condition commensurate with the demands of the position.

EMPLOYMENT REPRESENTATIVE cont.**Minimum Qualifications:**

Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

(A) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university; **OR**

(B) Two years experience as a counselor, social welfare examiner, employment interviewer or related position with similar duties and responsibilities; **OR**

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

NOTE: An original transcript is required for credit hours.

May 18, 1994

July 2, 2007

CLASS: COMPETITIVE