

# Personnel and Civil Service

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## NOTICE OF VACANCY Employment & Training Counselor

**Date of Issue: 11/09/23.** The work involves responsibility for providing professional vocational guidance and related services to individuals participating in various aspects of the local Employment and Training Program. This is an entry level counseling position in the field of vocational guidance in the local Employment and Training Agency. The duties involve the responsibilities of assisting Employment and Training participants in formulating and modifying employability plans, which may involve remedial education, work experience, specialized skill training, and related supportive services. The Employment and Training Counselor is called upon to exercise sound professional judgment in formulating and carrying out plans to meet individual vocational problems faced by participants. Work is performed under the general supervision of either a higher-level Counselor or other higher level administrative staff employee of the agency who, as necessary, offers guidance and instruction on individual problem cases. Supervision may be exercised over the work of paraprofessional and clerical assistants. Does related work as required.

The title of Employment & Training Counselor is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An exam is anticipated in 2024.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

<b>Status:</b>	Provisional, pending permanent appointment from eligible list
<b>Work Hours:</b>	Full time, 35 hour work-week
<b>Salary:</b>	\$43,599 (CSEA SG IX); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
<b>Location:</b>	Tioga County Department of Social Services

### MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in social science, human services or resources or other closely related area of study structured to prepare individuals in the field of counseling; or
- b. Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university with at least 12 credit hours in any of the areas defined in (a) above, and two (2) years of full-time experience as a Counselor, Caseworker, Employment Interviewer or other closely related position with similar duties and responsibilities; or
- c. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time experience as defined in (b); or
- d. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

**NOTE:** Post high school educational training in the areas defined in (a) can be substituted for experience on a year-for-year basis.

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

**APPLY ONLINE** by using our "Online Application Tool": <https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by: Applications accepted until the position has been filled.**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.