

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: INTAKE AND ASSESSMENT WORKER (BOCES)

TITLE #: 1140

DISTINGUISHING FEATURES OF THE CLASS: This position will interview potential clients for the Orange Works Career Center. The incumbent will assist the client in completing the required paperwork, including the verification of information. Incumbents in this class assist program participants in formulating and modifying employability plans, which may include remedial education, work experience, specialized skill training and related supportive services. Duties will also include placement in training programs. This position is only responsible for intake, assessment and placement in a training program. Work is performed under general supervision in accordance with policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews clients to obtain and evaluate information related to prior work experience, education, specific skills, personal and social background and other information, to aid in formulating employability of training programs;

Formulates employability plans for participants of the program;

Assists clients in obtaining supportive services as needed;

Provides information to clients regarding job opportunities, training or apprentice programs, and vocational education opportunities;

Administers vocational and aptitude tests;

Conducts orientation and/or informational sessions with client groups regarding training programs and corresponding career opportunities in the community;

Collects, compiles and interprets economic and demographic data to assist in the formulation of program plans;

Utilizes common computer applications such as spreadsheets, word processing, email and database software in performing work assignments.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of interviewing and assessment practices and procedures; good knowledge of the employment and training program objectives; knowledge of the cultural, environmental and personal factors influencing the lives of the persons who are economically disadvantaged, low income or unemployed; working knowledge of operations of basic office software applications, including word processing, spreadsheets and databases; ability to collect, organize and interpret data and information relating to employment, training programs and projects; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; ability to understand oral and written directions; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in a position involving performing human services activities for a client or student population; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Must possess and maintain a valid driver's license.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 04/07/17 hm