



**Department of Human Resources &  
Civil Service**

7 Court Street  
County Office Building, Rm 216  
Belmont, New York 14813  
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**PROVISIONAL OPENING FOR  
SENIOR EMPLOYMENT & TRAINING COUNSELOR**

There is a provisional opening in the Allegany County Department of Employment & Training for the position of Senior Employment & Training Counselor.

Salary Range: \$25.00 - \$31.39 /hour

Employees in this class work at an advanced professional level in a local Employment & Training agency. They may be responsible for providing individual or group counseling and/or vocational guidance services to Employment & Training clients who have more severe or complex personal, social or vocational problems than those performed by Employment & Training Counselors. In addition, depending upon agency size, a Senior Employment & Training Counselor may oversee and supervise the work of a small number of Employment & Training Counselors engaged in routine screening and vocational guidance activities. The work is performed under general supervision of either a higher-level Employment & Training Counselor or other professional agency employee with latitude allowed for more independence of action than that granted to Employment & Training Counselors. Supervision may be exercised over the work of Employment & Training Counselors and/or non-professional employees assigned a small unit or on special assignments. Does related work as required.

Good knowledge of concepts related to cultural, environmental and personal factors influencing lives of persons who are economically disadvantaged, low income or unemployed; good knowledge of interviewing and counseling practices and procedures; good knowledge of community organizations and human services agencies; good knowledge of services provided in a local Employment & Training Program; good knowledge of sources of occupational information related to vocational guidance, training and placement; good knowledge of Federal, State and local Employment & Training rules, laws and regulations and ability to apply the knowledge in performance of duties; ability to evaluate client vocational interests and aptitudes; ability to communicate Employment & Training goals and services to individuals and groups and stimulate their interest; ability to plan and supervise the work of others; ability to work with clients in a variety of counseling and vocational guidance situations; ability to establish and maintain effective interpersonal relationships; ability to understand, interpret and prepare written materials; tact and understanding; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**Open-Competitive: Either**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two years of full-time paid experience as a counselor, caseworker, services or employment interviewer or similar title in a community service or governmental agency; OR
- (b) Associates Degree and four years of experiences as described in (a).

**Promotion:**

Three years of permanent competitive class status as an Employment & Training Counselor or Job Developer in the agency.

This is a competitive class position. The appointment is provisional and will be made in accordance to Civil Service Rules & Law.

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department.

**ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT**