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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : JOB TRAINING RECRUITER
Code: 210125 LQF
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Competitive

GENERAL STATEMENT OF DUTIES

Recruits adults on public assistance for participation in vocational training program; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of independent judgment in the application of relevant practices and procedures for recruiting prospective trainees.

TYPICAL DUTIES

1. Recruits adults on public assistance for enrollment in vocational training program.
2. Makes home visits to recruit potential clients in targeted communities.
3. Prepares and makes presentations to industrial, educational and community groups.
4. Assists clients enrolled in vocational training program to meet transportation and day care needs.
5. Follows up enrolled clients, as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the specific vocational program provisions and their application.
2. Ability to establish effective working relationships with clients, community organizations and representatives of business and industry.
3. Ability to obtain and evaluate information gathered through interviews.
4. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university

and

One year of satisfactory casework or community relations experience.

Necessary Special Requirement

Continuing possession of an appropriate class, valid Driver's License issued by the State of New York. Must have available for use an operable automobile for the purpose of visits to clients or other agency business.

NOTE: Experience, as outlined above, in excess of the one-year requirement, may be substituted for college education on a year-for-year basis up to a maximum of two years.

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