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NASSAU COUNTY

**Title : VOCATIONAL PLACEMENT
ASSISTANT, BILINGUAL
(SPANISH)**

**SCHOOL DISTRICTS
CLASS SPECIFICATION**

**Code: 210131 LQL
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Competitive**

GENERAL STATEMENT OF DUTIES

Assists vocational counselors in job development and student placement according to school district practices and procedures; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment in evaluating job orders and assessing job applicant's skills. Supervision may be exercised over clerical personnel.

TYPICAL DUTIES

- * 1. Takes orders from employers over the phone, and solicits job opportunities from employer card file and newspaper ads.
- * 2. Writes up job referrals made by vocational counselors, and searches files of student applicants for additional referrals.
- * 3. Follows up on all referrals by contacting employer and applicant.
- * 4. Maintains liaison with counselors and teaching staff, and communicates information received as a result of referrals.
- * 5. Prepares periodic activity reports and special reports as required.
- 6. May supervise clerical assistants.
- * 7. Performs above-described duties in a foreign language in addition to English, as required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of local employment opportunities and problems.
2. Knowledge of the principles and practices of job placement.
3. Ability to elicit and evaluate factual information.
4. Ability to establish and maintain effective working relationships with associates, students, and employers.
5. Ability to comprehend a foreign language in addition to English, and to speak it fluently.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Two years of satisfactory personnel experience which included one year of recruitment, selection, placement, or job development.

NOTE: Experience, as outlined above, in excess of the two-year requirement, may be

substituted for high school education on a year-for-year basis up to a maximum of two years.

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