

JOB PLACEMENT TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Incumbents of this position are participating in the Department of Employment and Training JTPA program. Youth ages 14 - 21 and adults ages 22 and above must be eligible for JTPA to participate and will be placed in an agency to learn employment skills. The work involves a wide range of duties and may include such areas as clerical, maintenance, labor, food services, recreation, and child day care. Although the work is performed under the direct supervision of a site supervisor, an Employment and Training Assistant or Employment and Training Counselor is responsible for placement and oversight. Does related work as required.

TYPICAL WORK ACTIVITIES:

Depending on the position, the participant may be assigned any of the following duties:

Clerical tasks such as light typing, filing, answering telephones, taking messages, and using a copying machine;

Laborer and maintenance tasks such as working with hand tools, loading and unloading equipment onto trucks, picking up and disposing of litter, making minor repairs and mowing grass;

Food service tasks such as washing dishes, sweeping and mopping floors, cleaning tables, removing trash, and transporting supplies and equipment;

Recreation tasks such as maintaining facilities, assigning facilities, collecting tickets and fees, issuing and collecting equipment, and supervising the conduct of participants;

Child day care tasks such as feeding, changing diapers, toilet training, aiding in recreational activities, aiding in educational activities, monitoring behavior, and maintaining activity rooms.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn the fundamental duties of an employee such as coming to work daily and on time;

Ability to follow written and oral instructions;

Ability to get along with others;

Good judgment;

Dependability;

Tact;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Must meet JTPA guidelines