

JOB DESCRIPTION

Job Title: Assessment Technician - SEE (6205)

Job Summary:

The job of Assessment Technician - SEE is done for the purpose/s of administering and scoring assessment instruments for SEE participants under the supervision of the Employment Supervisor. The Assessment Technician will gather and record all pertinent information about the client through interviews and assessment procedures; perform routine evaluations and less complex vocational assessment. The Assessment Technician will assist in the development of individual service plans.

Essential Functions:

- ▶ Administers multi-aptitude test batteries for the purpose of making recommendations for appropriate services.
- ▶ Compiles educational history and educational competency levels for the purpose of assessing employability skills.
- ▶ Compiles reports containing assessment scores, client history, observations and recommendations for the purpose of forwarding to the appropriate service providers.
- ▶ Completes Workforce Investment Act (WIA) Enrollments, Referrals, and termination forms for the purpose of meeting contract obligations.
- ▶ Determines need for supportive services for the purpose of obtaining the greatest benefit from employment and training services.
- ▶ Interviews SEE participants for the purpose of assessing skills, knowledge and abilities.
- ▶ Maintains channels of communication with agencies for the purpose of referring clients for assessment.
- ▶ Maintains computerized data base for the purpose of maintaining assessment records.
- ▶ Schedules appointments for the purpose of maintaining an assessment calendar.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - Schedule appointments and maintain accurate records.
 - Observe commercial work samples objectively.
 - Input data information.
- ▶ **Knowledge of:**
 - Workforce Investment Act (WIA) rules and regulations
 - Labor market conditions and employment demands
 - Vocational training programs and their requirements
 - Assessment instruments and techniques
 - Interview techniques
 - Work observation techniques.
- ▶ **Ability to:**
 - Work effectively with people
 - Maintain cooperative relationships with school district personnel and other program staff contacted in the course of work
 - Follow directions.

Experience Required:

- ▶ Job related experience is required.

Education Required:

- ▶ Bachelors Degree preferred.

Licenses, Certifications, Clearances, Bonding and/or Testing Required:

- ▶ Valid California Drivers License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Clearance.

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.