

**CLASS TITLE:           DISABLED VETERANS JOB ASSISTANT**

**Class Code: 02795300**

**Pay Grade: 20A**

**EO: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform a variety of outreach activities to meet the employment needs of disabled veterans; to make contact with disabled veterans from information available through the Veterans' Administration, the employment service and other sources to disseminate information regarding the Department's special employment service program for veterans; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision with latitude to exercise initiative and independent judgement; work is reviewed to ensure adequacy and achievement of program goals and objectives.

**SUPERVISION EXERCISED:** May supervise the work of clerical assistants.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To develop job and job training opportunities in the private sector for disabled veterans through contracts with employers.

To contact disabled veterans from information available through the Veterans' Administration, the employment service and other sources to disseminate information regarding benefits and regulations.

To consult and coordinate with appropriate representatives of federal, state and local programs to develop maximum linkages to promote employment opportunities for and provide maximum employment assistance to disabled veterans.

To perform outreach activities to locate disabled veterans through contacts with local veterans organizations, community based agencies and vocational rehabilitation service providers.

To contact employers to promote and develop apprenticeships and other on-the-job training positions for disabled veterans.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A familiarity with routine office methods; a familiarity with occupations and occupational requirements; the ability to effectively communicate with clients, employers and the public; the ability to advise individuals regarding employment options; the ability to empathize with disabled veterans and create a climate of confidence; the ability to gather pertinent information; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from high school; and

**Experience:** Such as may have been gained through: employment in a position responsible for obtaining and evaluating data to provide assistance to individuals.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Applicant must be a qualified veteran. Preference will be given to a qualified disabled veteran of the Vietnam era in accordance with the United States Department of Labor, United States Code, Title 38. A Veterans' Administration Certificate of Disability is required.

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