

VOCATIONAL ASSESSMENT TECHNICIAN

Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Approved: 8/17/90

Revised: changed per request 1/22/93

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Human Services or a closely related field; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience assisting in the administration of vocational, aptitude, or psychological tests;
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for assisting the Vocational Assessment Coordinator in obtaining information about an individual's vocational aptitude, interests, and skills by administering and scoring work samples and psycho-metric tests. Tests are scored according to set guidelines given in manuals or explained and interpreted by the Vocational Assessment Coordinator. The assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Administration of psycho-metric tests and work samples;
- Develops familiarity with each instrument of the testing procedure through reading of manuals, discussion with the Vocational Assessment Coordinator, and test sampling;
- Scoring work samples, psycho-metric tests in accordance with set guidelines given in manuals or by instructions from the Vocational Assessment Coordinator;
- Compile scores of tests for use as normative information under the direction of the Vocational Assessment Coordinator;
- Maintain alphabetical files of all test information and scores;
- Perform all general office communications as required;
- Keep all equipment ready for examination administration through replacing consumables and/or setting up work samples after they have been administered;
- Clean work samples, tables, other evaluation equipment as needed;
- Maintain Inventory of all supplies, equipment, and consumable items;
- Proofreads typed material for sense and completeness;
- Interprets procedures manuals;
- Interprets and replies to incoming correspondence;
- Ensures the accuracy of information;
- Transfers information from one document to another, usually a form;
- Codes and decodes records, correspondence, and documents;
- Inputs, updates, corrects, searches, and purges information in computerized and manual filing systems;
- Sorts, distributes, or files material;
- Opens routine incoming mail, deciding who must take action on it;
- Compiles and organizes data into tables and records;
- Performs basic Office record keeping tasks;
- Keeps office inventory records and orders to maintain sufficient inventory levels;

- Composes original written communications;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Basic working knowledge of various types of vocational, aptitude, and/or psychological tests;
- Ability to perform basic office record keeping tasks;
- Ability to read, understand and interpret written material;
- Ability to read, understand, interpret and apply directions for coding and/or decoding information;
- Ability to accurately alphabetize and file by either name and/or number as appropriate;
- Ability to accurately prepare interoffice memorandums, letters and other correspondence as required;
- Accuracy, integrity and tact required;
- Physical condition commensurate with the demands of the position.