



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Employment & Training Assistant
\$14.898 per hour**

(Assistant Tax Coordinator / Preparer - This is a 10-week position beginning January 2017)

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position is responsible for performing a variety of para-professional tasks in an Employment and Training Agency. Tasks include information gathering, conducting initial interviews with, and verifying information of participants in coordination with the VITA program. The position is under the direct supervision of a professional Employment and Training employee.

MINIMUM QUALIFICATIONS:

- (a) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university; or
- (b) Two years of experience in job development, personnel counseling, or placement in an Employment and Training, community action, or similar agency dealing with the employment and training or economically disadvantaged minority, handicapped, or low income persons.
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated towards meeting full-time experience requirements.

Preference will be given to applicants with the following qualifications:

- (a) At least two years tax preparation experience (two different tax seasons) during the past three years and have prepared at least 20 federal tax returns each season as a VITA volunteer or in a paid position.
- (b) Experience using TaxSlayer.com or other similar tax preparation software.
- (c) Must be VITA Certified at the Basic and Advanced levels for the tax season.

APPLICATIONS MAY BE OBTAINED FROM AND RETURNED TO:

**SENECA COUNTY PERSONNEL OFFICE,
1 DI PRONIO DRIVE, WATERLOO, NY 13165**

Applications Accepted Up To:
December 30, 2016
Or Until Position is Filled

FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....

TYPICAL WORK ACTIVITIES: (Illustrative Only):

When assigned to the VITA (Voluntary Income Tax Assistance) program:

Completes tax forms in accordance with policies and in compliance with IRS regulations;
Resolves customer complaints or refers situations to supervisor for resolution;
E-File/Transmission and Quality Review;
Assists volunteers with troubleshooting during tax preparation;
Assists Program Coordinator with Administrative responsibilities.

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