



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Workforce Development

- Job Title:** WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) COUNSELOR AIDE  
(HELP's Program)
- Salary Range:** \$49,066 - \$58,513\* (\*Based on years of service employed with Saratoga County)
- Work Location:** 152 West High Street, Ballston Spa, NY 12020
- Classification:** Non-Competitive (Exam requirements temporarily waived)

#### Job Description

This is a para-professional position involving the counseling of and establishing of meaningful relationships with participants employed in a Workforce Innovation Opportunity Act (WIOA) program. The work is performed under the general supervision of a professional counselor with wide leeway provided for the use of independent judgment. Supervision of others is not ordinarily a responsibility of the position.

#### Minimum Qualifications (at least)

**A)** Possession of an Associate's Degree in social science, human services, human resources or a related field;

**OR**

**B)** Graduation from High School or possession of an equivalency certificate (GED) and two (2) years of experience within a community-based organization providing employment counseling and placement to disadvantaged, socially and economically challenged population;

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

#### Typical Work Activities (\*Illustrative)

- Counsels participants with regard to vocational, person, social and educational problems;
- Assists professional counselors in initiating and developing program designed to serve needs of participants in a WIOA program.
- Confers with clients regarding program progress and problems and discusses potential solutions;
- Provides information to Workforce investment Act Program participants regarding job opportunities, educational goals, and vocational training;
- Participates in staff meetings and conferences to determine goals and progress;
- Maintains necessary records and prepares reports.



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*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **Additional Information**

- Excellent benefits, NYS Retirement and Compensation Plan

### **To Apply (via Link Provided)**

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted until the vacancy has been filled**

**\*\*This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December 2025\*\***

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*