

Upper Cumberland Human Resource Agency

Job Description

Technical Assistant

Classification:	Non-Exempt
Department:	Employment and Training
Reports to:	Director of Employment and Training
Salary Grade:	SA-6 \$16,000-\$30,000 (<i>Salary may be less than minimum amount listed dependent upon financial restraints of the agency.</i>)
Job Group:	3
Census Code:	5810
2010 SOC Code:	43-9021
Employment:	At Will

MAJOR DUTIES AND RESPONSIBILITIES

- Input budgets/contracts into the Virtual One Stop (VOS) System
- Data entry of all payments made to vendors, employers, training providers, participants, etc.
- Access VOS reports to provide information to use during monitoring, to track expenditures and obligations, to present to the LWDB, to ensure goals are being met, etc.
- Develop custom reports as requested.
- Review local performance worksheets to ensure accuracy so that LWDA 7 receives the full benefit of performance outcomes.
- Assist with contractor monitoring by checking VOS data (participant eligibility, case notes, follow-ups, etc.)
- Provide technical assistance regarding Jobs4TN to contractors and training providers.
- Maintain an inventory list and complete and submit required paperwork for inventory changes (location change, deletions, etc.).
- Order and maintain office supplies for the Employment and Training Department.
- Effectively communicate with all Employment and Training staff.
- Deliver reports to Board as required.
- Other duties as assigned.

SKILLS / QUALIFICATIONS

- Graduation from an accredited four-year college or university with a degree in Business Management or similar discipline preferred. Equivalent

experience in an administrative support role and/or direct experience in working with the WIA/WIOA program will be considered in lieu of degree

- Advanced computer competency/literacy skills are required. Applicants must have the ability to quickly learn computer software applications and follow directions in completing Technical Assistant requirements
- Ability to maintain professionalism and adapt in a rapidly changing atmosphere

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills
- Detail oriented
- May be required to sit for prolonged periods of time
- Ability to multitask
- Function and complete job duties within an office environment
- Standing
- Seeing
- Hearing
- Lifting (up to 25 pounds)
- Stooping
- Climbing
- Operate a motor vehicle

Americans with Disability Specifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

DIRECTOR

Date

H.R. MANAGER

Date