

Code: 9997

Title: ADULT WORK EXPERIENCE PROGRAM (AWEP)

SUMMARY: Participants perform tasks within the Adult Work Experience Program (AWEP) in a Pima County department in order to gain work experience that will aid them in finding other long-term employment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Positions within this classification will perform tasks as assigned by the department in which the incumbent is assigned. Employees within this classification are governed by AWEP program rules and policies as established by Pima County Community and Economic Development (PCCED), One-Stop.

KNOWLEDGE & SKILLS:

Knowledge of:

- functions and tasks of the assigned position.

Skill in:

- performing the functions and tasks of the assigned position.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED certificate from an accredited institution, or enrolled in an accredited school to obtain a high school diploma or GED. Have the ability to speak and write basic English as defined by PCCED. Must be age 18 years or older.

OTHER REQUIREMENTS:

Special Notice Items: Must be unemployed or in a part-time or low-paying job as determined by PCCED. Must be referred to Pima County from an approved community service affiliated agency as deemed by PCCED, One-Stop.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.