

# Real Property Systems Specialist Tompkins County

**Department:** Assessment Department  
**Classification:** Competitive  
**Labor Grade:** 12  
**Approved:** 0  
**Revised:** 9/97; 5/14  
**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college or with an Associates Degree **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** seven years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office administration or senior level clerical position; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

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

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position responsible for developing, organizing and providing ongoing support to the Real Property Systems (RPS) division of the Assessment Department. Work methods and procedures will be developed with an eye towards technical results. The incumbent, in collaboration with personnel from the Information Services Department, will evaluate and determine the department's present and future microcomputer hardware and software needs. Topics to be evaluated will include: user needs; software and hardware; maintenance; training; systems troubleshooting; and recommendation and implementation of new computer systems for the Division of Assessment. The incumbent will be required to operate, maintain and manage the New York State Real Property System database. The work will be performed under the general direction of the Director of Assessment with wide latitude allowed for the exercise of independent judgment. An employee in this class will also be responsible for the training and direct supervision of Account Clerk Typist, ensuring both the quality and quantity of the clerical employee's work through daily supervision and the periodic use of performance reviews. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

Trains and supervises the entry level clerical staff performing computerized data entry on the PRS (Real Property Service) system; Performs direct supervision and ensures the quality and quantity of work performed by clerical staff by daily direction and periodic performance reviews;

Formulates reports for State and local government (i.e., assessment rolls, special districts, school rolls, tax rolls, tax bills, etc., relating to RPS);

Ensures that materials, systems, programs and data supplied by the State and other agencies (i.e., RPS updates and enhancements) are installed, tested and evaluated for conformance with the RPS division's goals and objectives;

Oversees the preparation and maintenance of various assessment exemptions;

Confers with taxpayers with regard to questions;

Prepares (or oversees the preparation of) various statistical and/or narrative reports as related to the RPS;

Conducts in-depth research to develop and maintain the computer system with a minimum of disruption to service; In collaboration with the Information Services Department, recommends computer systems (including hardware, software, networks, etc.) for all Assessment Department needs;

Under the general direction of the Director of Assessment, provides services and information to County departments, other agencies and the general public;

Independently prepares the Assessor's Annual report for submission to the NYS Office of Real Property services;

Prepares and maintains current total taxable values for submission to the County Administrator, City of Ithaca, School District and Special Districts and special Districts (fire, water, sewer, light, etc.);  
Manages all microcomputer tasks using spreadsheet, word processing, database and other specialized software;  
Routinely trouble-shoots technical software problems on computers operated by the Assessment Department staff;  
Assists in drafting contracts for equipment, systems and professional services;  
Trains (or makes arrangements to have others train) the Assessment Department staff in computer usage including but not limited to: data base maintenance, word processing, spreadsheet programs and other specialized software;  
Compiles, edits and maintains the content of the Assessment department's portfolio.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures and equipment;  
Good general knowledge of microcomputer hardware data base, spreadsheet, word processing, and other types of software;  
Good knowledge of the current principles and practices of business administration;  
Good verbal and written communication skills including concise idea presentations;  
Ability to prepare, understand and interpret a wide variety of written material;  
Ability to process routine administrative details independently, including the composition of letters and memoranda;  
Ability to establish and maintain cooperative relations with public and effectively interact in stressful situations;  
Ability to perform close detailed work involving considerable visual effort and strain;  
Ability train users in the use of hardware and a variety of software;  
Analytical reasoning ability, resourcefulness, dependability, accuracy, integrity, tact, and good judgment required.  
The employee's physical and mental condition shall be commensurate with the demands of the position.

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