REAL PROPERTY SYSTEMS SPECIALIST TRAINEE
Tompkins County

Classification: Competitive
Labor Grade: 9
Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered college with an Associate's degree in Accounting, Business Administration, or a closely related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience maintaining financial accounts and records using a microcomputer; **OR**

(b) Completion of at least sixty (60) college credit hours which must have included at least twelve hours in accounting and bookkeeping **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience maintaining financial accounts and records using a microcomputer; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience maintaining financial accounts and records using a microcomputer; **OR**

(d) Any equivalent combination of training and experience as 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 providing ongoing support to the Real Property Systems (RPS) in the Division of Assessment. The incumbent will be required to operate and maintain the New York State Real Property System database. The work will include sales processing, tax rolls and bills, exemption processing, performing system backups and providing general administrative support for the department. The work will be performed under the direct supervision of the Real Property Systems Specialist with general oversight provided by the Director of Assessment or designee. An employee in this class may be required to provide direct supervision to STAR program support staff. The incumbent will perform all related duties as required.

Typical Work Activities:

- Performs computerized data entry on the RPS (Real Property Service) system;
- Sales processing to include sale information, valuation adjustments and name/address/bank code changes;
- Maintains multiple databases for all incoming deeds, surveys and consolidation requests;
- Prepares municipal State Transfer Reports;
- Assists with the preparation of assessment rolls and tax bills;
- Performs system backups weekly;
- Formulates reports for State and local government (i.e., assessment rolls, special districts, school rolls, tax rolls, tax bills, etc., relating to RPS);
- Prepares and maintains various assessment and tax exemptions;
- Confers with taxpayers with regard to questions;
- Prepares various statistical and/or narrative reports as related to the RPS;
- Under the general direction of the Director of Assessment or designee, provides services and information to County departments, other agencies and the general public;
- Assists in the preparation and maintenance of the current total taxable values for submission to the County
- Administrator, City of Ithaca School Districts and Special Districts (fire, water, sewer, light, etc.);
- Manages all microcomputer tasks using spreadsheet, word processing, database and other specialized software;
- Assists in drafting contracts for equipment, systems and professional services;

Full Performance Knowledge, Skills, Abilities and Personal Characteristics

- Thorough knowledge of office terminology, procedures and equipment;

- Good general knowledge of 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 the public and effectively interact in stressful situations;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Analytical reasoning ability, resourcefulness, dependability, accuracy, integrity, tact, and good judgment required.