

Assessment Account Specialist Tompkins County

Department: Assessment Department
Classification: Competitive
Labor Grade: I (9)
Approved: 0
Revised: 4/13;
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an associates degree in secretarial sciences or closely related field and two years of clerical experience in an office setting which involved typing using a typewriter, word processor or personal computer; **OR**
- (b) Four years of clerical experience in an office setting which involved typing using a typewriter, word processor personal computer; **OR**
- (c) Any equivalent combination of training and experience as indicated by the limits of (a) and (b) 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 exemption processing, performing system backups, maintaining departmental internet access and providing administrative support for management. The work will be performed under the general supervision of the Director of Assessment or designee. Considerable autonomy is exercised when performing the work. An employee in this class will be required to provide direct supervision to front office staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists in maintaining contacts with units under an administrative official's supervision, screening material submitted by staff members for compliance with procedures and policies before forwarding it to superior for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for the superior's signature;
Maintains personnel files for superior, and directs the operation of the files system of the agency (both manual and computerized);
Receives and reads all mail addressed to superior, personally answering many letters, and attaching background material to that referred to superior for action;
Maintains multiple databases for all incoming deeds, surveys and consolidation requests;
Corrects errors on tax rolls and resolves existing problems;
May be required to take notes at meetings;
Participates in other administration functions such as interviewing personnel, processing of personnel and payroll records, departmental budget preparation and control;
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 drafting contracts for equipment, systems and professional services;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;
Good general knowledge of database, spreadsheet, word processing, and other types of software;
Good knowledge of the current principles and practices of business administration;
Good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to plan and supervise the work of others;

Working knowledge of New York State Real Property Information Systems;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Good verbal and written communication;
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;
Analytical reasoning ability, resourcefulness, dependability, accuracy, integrity, tact, and good judgment required.

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