

Assistant Assessment Account Specialist Tompkins County

Department: Assessment Department
Classification: Competitive
Labor Grade: H (8)
Approved: 0
Revised: 04/13;
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; **OR**
- (b) Graduation from high school or possession of a GED **AND** two years of clerical experience in an office setting which involved public contact and the use of a personal computer; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (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 Department of Assessment. The incumbent will be required to operate and maintain the New York State Real Property System database. Duties will include preparation work for exemption processing, system backups, departmental internet access, and in the absence of the Assessment Account Specialist 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. 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;

Directs the operation of the files system of the agency (both manual and computerized);

Maintains multiple databases for all incoming deeds, surveys and consolidation requests;

Prepares tax roll correction documentation;

May be required to take notes at meetings;

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

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;

General knowledge of database, spreadsheet, word processing, and other types of software;

General 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;

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 communication;

Ability to prepare, understand and interpret a wide variety of written material;

Ability to process routine administrative details independently;

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.

Originally created 03/08/02

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