

SOLID WASTE ASSISTANT Tompkins County

Classification: Competitive

Labor Grade: 9

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York state registered two-year college or university with an Associate's Degree in accounting, business or a closely related field; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full time paid (or the equivalent part-time and/or volunteer) experience maintaining financial accounts and records; **OR**
- (c) An 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 a moderately difficult clerical position involving the independent and autonomous performance of a variety of record keeping and public service tasks. This work may require decision-making as to methods to be used and distribution of information for proper direction/distribution. The incumbent will perform duties requiring operation of alphanumeric keyboard such as typewriter, word processor, or personal computer. This position is also responsible for operating weigh scales. The incumbent works under general supervision of the Assistant Solid Waste Manager. The incumbent will perform all other related duties as required.

TYPICAL WORK ACTIVITIES:

- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
- Renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
- Working from a rough draft or from data which is personally developed, types accounting and financial statements, payrolls, statistical tabulations, and data, form letters, memoranda, vouchers, reports, requisitions and other material using a typewriter, word processor or personal computer;
- Provides information orally or in writing in response to inquiries on status of accounts;
- Processes, sorts, indexes, records and files a variety of control records and reports;
- Operates calculator, computer terminal, check writing machine and other related office equipment;
- Ensures all vehicle entering the facility for purposes of disposing trash possess and display a permit as required by the County;
- Input data into personal computer, including permit numbers, type of load (trash, C&D, recyclables), origin of load, payment type, and put going destination (when applicable);
- Issues copy of bill to customers;
- Operates weigh scales, including reading weight of vehicles;
- Collects payments, operates cash register and makes change;
- Informs customers of appropriate law and regulations related to solid waste management (i.e. uncovered loads law, etc.);
- Conveys information on what types of materials are acceptable at RSWC to all customers in a courteous, professional manner;
- Records and distributes of all file storage for proper retention;
- Answers inquiries in person or by telephone regarding agency program, services or program eligibility requirements;
- Receives callers and visitors, ascertains their business and refers them to the appropriate department or person;
- Answers a telephone or operates a switchboard, routes calls and gives out correct, appropriate and routine information;
- Make photocopies and distribute various materials within Tompkins County;

- Create files, file material within files, make routine file searches and pull material from files;
- Assists Communication & Administrative Coordinator in providing education and materials to the community, organizations, agencies, businesses, educational facilities, etc.;
- Provides and assist the Communication & Administrative Coordinator with solid waste program education through presentations, materials, handouts, brochures, special events, displays, all forms of advertising, etc.;
- Performs related errands and deliveries as needed.
- Will be required to perform all clerical work determined essential to the efficient and economical functioning of the office upon request or need.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern methods used in keeping and checking financial records and accounts, office terminology, procedures, equipment and business English;
- Good knowledge of solid waste and recycling materials and working knowledge of types of materials that are acceptable at RSWC;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
- Ability to make more difficult arithmetic computations involving fractions, decimals and percentage accurately;
- Ability to handle cash inflows and outflows;
- Ability to organize and maintain accurate records and files;
- Ability to understand and interpret complicated oral instructions and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public, courteous, tactful, skill in directing people in a non-confrontational manner;
- Ability to exercise self-control with irate persons;
- Ability to deal effectively with people;
- Willingness to work on Saturdays, willingness to work scheduled holidays with commensurate time off;
- Must possess physical condition commensurate with demands of the position;