

Administrative Services Assistant Tompkins County

Department: County Administration
Classification: Competitive
Labor Grade: Confidential Grade L (62)
Approved: 0
Revised: 04/13;
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 in Accounting, Business Administration or related field **AND EITHER** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management, senior level clerical or senior level account clerical position **OR** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in an entry level clerical or account clerical position; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Accounting, Business Administration or related field **AND EITHER** three years of full time paid (or the equivalent part-time and/or volunteer) experience in an office management, senior level clerical or senior level account clerical position **OR** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in an entry level clerical or account clerical position; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND EITHER** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management, senior level clerical or senior level account clerical position **OR** seven years of full-time paid (or the equivalent part-time and/or volunteer) experience in an entry level clerical or account clerical position; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) or (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 complex administrative work involving responsibility for the performance of a number of varied accounting, and administrative tasks for the Deputy County Administrator and Criminal Justice Coordinator. These include research projects that require the exercise of independent judgment and a general understanding of County policy and procedure. The incumbent assists the County Administrator, Deputy County Administrator, and Criminal Justice Coordinator in developing, administering, reviewing and assessing policies related to budget, program, and County procedures. Internal and external contacts occur on a regular basis with interaction between senior level and management staff in both County departments and agencies. A variety of spread sheet, word processing, graphics applications, and other computer skills are routinely utilized in this position. Unusual problems or situations, not previously encountered, are referred to the Deputy County Administrator or Criminal Justice Coordinator before action is taken. Work is performed under the general supervision of the Deputy County Administrator and Criminal Justice Coordinator. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Processes grant proposal development and implementation to ensure compliance with, and furtherance of, the Criminal Justice goals and objectives;
Performs all support functions in the preparation of the County budget including data collection, reconciliation, preparation of budget forms, analysis, summaries, graphs, and reporting to the County Board;
Provides training to County employees (and other agency staff) on budget preparation and/or guidance when writing grant proposals;
Prepares external reports and maintains internal budgetary control documents related to the disbursement of State and local grant funding and monitors agency adherence related to such funding;
Interacts directly with internal and external customers on behalf of the County Administration staff in carrying out the Board of Representatives policies and State and Federal regulations regarding grant funding;

Assists the County Administrator, Deputy County Administrator, and Criminal Justice Coordinator in developing, administering, and assessing policies related to budget, program, and agency procedures and performs cost studies and financial analysis for special projects and research assignments;
Maintains the database for certificates of Insurance and Contract log and develops and processes certain contracts with the Contracts Coordinator;
Prepares and monitors contracts for County Agencies receiving grant funding and for those leasing space from the County;
Manages departmental revenues and expenditures for County Administration and processes departmental requisitions and vouchers for payment;
Makes budget studies and prepares material needed for certain Board resolutions and budget adjustments;
Reads incoming mail, conducts general correspondence and routes balance to proper unit or official and manages equipment service and supplies (copier, fax, printers, phones, etc.);
Disseminates large mailings and departmental communications;
Produces multi-media transmissions and presentations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures, and equipment;
Good knowledge of business arithmetic and English;
Good knowledge of computer spreadsheet, word processing and graphics applications;
Good knowledge of the organization, functions, laws, policies, and regulations of the Tompkins County Legislature and Department of Administration;
Good knowledge of budget and accounting procedures;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to establish and maintain cooperative relations with the public and other governmental, criminal justice, and private agencies;
Ability to perform close detailed work involving considerable visual effort and strain;
Good judgment in solving complex clerical and administrative problems;
Resourcefulness in handling administrative problems;
Physical condition commensurate with the demands of the position.

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