

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Deputy Clerk, Tompkins County Legislature

SALARY: 51,251.20

LOCATION: Tompkins County Legislature

TYPE OF EMPLOYMENT: Fulltime

ISSUE DATE: 01/17/20

THE FINAL DATE TO FILE APPLICATIONS: 02/07/20

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 02/08/20

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Please check <http://tompkinscountyny.gov/files2/legislature/Deputy.pdf> for additional information.

SUGGESTED OR PREFERRED MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree AND two (2) years of full-time paid (or the equivalent part-time) experience in office management or senior level clerical position; OR
2. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree AND four (4) years of full-time paid (or the equivalent part-time) experience in office management or senior level clerical position; OR
3. Graduation from high school or possession of a high school equivalency diploma AND six years of full-time paid (or the equivalent part-time) experience in office management or senior level clerical position; OR
4. Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting the Clerk of the Tompkins County Legislature in carrying out the statutory responsibilities of that office. A Deputy performs administrative and clerical duties necessary for the processing of official documents and papers of the Legislature. A Deputy maintains a variety of Legislative records and assists in gathering data for reports or research. During the absence of the Clerk and Chief Deputy Clerk, a Deputy may act for and in place of the Clerk. A Deputy frequently attends meetings, prepares agendas and minutes and distributes reports, correspondence, etc., as required. The work is performed under the direct supervision of the Clerk of the Tompkins County Legislature. A Deputy must interact with

department heads, County staff, heads of public/private agencies, a wide range of elected officials as well as constituents when carrying out assignments. The employee must be able to exercise a considerable level of autonomy and independent judgement when solving problems. Considerable interpersonal skills are necessary in order to perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- May be required to identify, troubleshoot, and resolve software problems related to Department programs;
- Attends legislative meetings as required;
- Assists in the coordination and preparation of meetings by preparing agendas and other materials;
- Prepares minutes of legislative and other meeting groups as assigned;
- May write, edit, and proof important documents such as minutes, including notes of important incidents such as motions, seconds, amendments, important discussions, appointments, etc.;
- Schedules and coordinates meetings as requested;
- Manages a variety of records and files of legislative acts, minutes and correspondence;
- Writes or edits lengthy, complex narrative reports;
- Prepares purchase orders and travel vouchers as well as processing personnel and payroll data for the department;
- Answers inquiries and obtains information for members of the Legislature and the public as requested;
- Explains County policies and procedures pursuant to the Charter and Code, Rules of the Legislature, resolutions, laws, etc. to County staff and public agencies as requested;
- Answers the telephone and takes messages for Legislators and staff;
- Responsible for inventory, ordering supplies, and processing travel vouchers for the Department;
- Types correspondence, memorandums, reports and other documents using a word processor or personal computer;
- May update or maintain Department website;
- Assists in the process of filling appointments to advisory boards, councils, commissions, and committees in accordance of a complex appointment process.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the legislative process of the Tompkins County Legislature;
- Thorough knowledge of provisions covering meetings and procedures;
- Thorough knowledge of the organization, structure and functions of County government and departments;
- Thorough knowledge of English and business arithmetic;
- Thorough knowledge of format for Legislative documents, papers and minutes;
- Working knowledge of filing procedures used in Clerk's office;
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to organize data into reports;
- Ability to perform research;
- Ability to present ideas clearly and effectively;
- Ability to carry out complex written and oral directions;
- Physical condition commensurate with the demands of the position;
- Ability to operate a FAX machine for County business and a reel to reel recorder;
- Good judgement in solving complex clerical and administrative problems.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850