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

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TITLE: Administrative Assistant - Level 4

SALARY: $20.50

TYPE OF EMPLOYMENT: Full

ISSUE DATE: 09/02/26

THE FINAL DATE TO FILE APPLICATIONS: 09/11/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/11/26

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.

Anticipated Vacancy, NCSD seeks an organized and proactive professional to support scheduling, communications, financial and other office work. Salary commensurate with experience.

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree from a regionally accredited or New York State college or university and two years of full-time paid (or the equivalent part-time and/or volunteer) experience in office management or senior level clerical position; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an associate's degree and four years of full-time paid (or the equivalent part-time and/or volunteer) experience in office management or senior level clerical position; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma and six years of full-time paid (or the equivalent part-time and/or volunteer) experience in office management or senior level clerical position; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for assisting a department head or administrator by coordinating day-to-day office management and administrative functions. Duties include, but are not limited to, program planning, budgeting, supervision of clerical staff, fiscal management and statistical record-keeping/reporting. An Administrative Assistant – Level 4 is also responsible for relieving the head of a department or major division of administrative details such as calendar management, meeting scheduling and conference arrangements as well as relieving the official of contacts which should properly be made with subordinate staff. The psychological demands of this job are moderate with unpredictable fluctuations in work volume, frequent interruptions, shifting work priority, rush orders and conflicting priorities. At a Level 4, the employee should possess considerable interpersonal skills in order to teach, instruct or advise subordinates. He or she may be required to plan or coordinate inter-group or inter-agency cooperation. Internal contacts may be across departments within the organization and may require professional collaboration on overlapping work projects and issues. External contacts will typically be with the general public and involve the exchange of information in structured situations. The incumbent works under the general supervision of a senior staff member but enjoys considerable autonomy and independent judgment when carrying out the day-to-day activities of the office. Although guidelines and policies are available, many cases require the independent interpretation and application of guidelines or policies to specific situations. Only unusual or very complex matters are referred to the supervisor. The employee may be defined as a lead worker of a group, or be assigned to supervise specific personnel with a unit or section. The incumbent will perform any and all administrative duties that may be assigned.

TYPICAL WORK ACTIVITIES:

- The typical work activities below are illustrative only. Work activities may vary from location to location and no attempt has been made to compile a comprehensive listing of all clerical duties that may be required of an employee in this class. Assignment of appropriate routine clerical duties will be at the discretion of the appointing authority.
- At all times, the employee will provide the highest quality of customer service;
- Develops a professional network and maintains contacts with units with whom an official routinely interacts;
- Assists in the formulation of policies and procedures for the administration of various agency programs;
- Plans and supervises the collection, tabulation and analysis of statistical and financial data;
- Coordinates and supervises the maintenance of agency financial, payroll, personnel and attendance records;
- Supervises the requisition, purchase, receipt and inventory of agency supplies and equipment and maintains inventory records;
- Secures budget estimates from agency units and prepares preliminary draft of budget request;
- Supervises and expedites the preparation of records and reports; Reviews incoming mail and answers general correspondence;
- Participates in professional conference and training program; Explains department or agency functions and activities at meetings with civic groups and community organizations;
- Monitors expenditures to maintain budgetary control;
- Maintains contacts with agency units and other departments and public agencies to assist in solving mutual problems and to develop improved services and public relations;
- Reviews and updates employee job descriptions in cooperation with agency head and other supervisors;
- Supervises assigned clerical staff;
- Performs related work necessary for the efficient execution of administrative functions of the agency.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current principles and practices of business administration of various agency programs;
- Thorough knowledge of office terminology, procedures and equipment;
- Thorough knowledge of business arithmetic and English;
- 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, assign and review the work of others;
- Ability to understand and carry out complex oral and written instructions;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Good judgment in solving complex clerical and administrative problems;
- Tact and courtesy;
- The employee's physical condition shall be commensurate with the demands of the position.

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.â–

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