

SECRETARY TO DIRECTOR OF REAL PROPERTY TAX SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Finance, Real Property Tax Division, and involves responsibility for independently performing clerical operations and relieving the Director of Real Property Tax Services of administrative duties. The work calls for frequent exercise of independent judgment. It is a position of special trust and confidence requiring exchange of confidential information. The duties of the incumbent require familiarity with the Department of Finance, enabling the incumbent to perform work without close supervision. The work is performed under direct supervision of the Commissioner of Finance or Director of Real Property Tax Services. The work may involve some supervision of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as Secretary to Director of Real Property Tax Services;
Relieves the Director of office detail by making appointments, receiving calls and callers, and referring them to proper persons;
Maintains appointment book for the Director of Real Property Tax Services;
Processes and distributes incoming mail according to policy of the department;
Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;
Maintains a complete and accurate file on the history of the department.
Makes copies of tax maps and assists public with tax questions, relating to tax map numbers, assessments, property class, school codes and deed information.
Prepares equalization and assessment forms and tax rolls.
Receives cash, checks or money orders over the counter or by mail in payments of bills or fees and issue receipts;
Prepares payroll, processes purchase orders, vouchers, contracts and expense claims for department.
Operates calculating machines, typewriters, personal computers, and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Knowledge of Business arithmetic and English; knowledge of general office terminology procedures and equipment; knowledge of real property tax laws rules, policies and regulations; ability to type and operate routine office equipment; ability to handle routine office details independently, including composition of reports, letters and memos without dictation; ability to plan and direct work of subordinate clerical staff; tact and courtesy in dealing with others; initiative and resourcefulness in solution of problems.

continued..

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or the possession of a high school equivalency diploma, **AND** two (2) years of clerical experience which shall have involved typing\word processing; **OR**
- B. Four (4) years of clerical experience which shall have involved typing\word processing; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.