

**TOWN OF JERUSALEM
POSITION OPENING**

OPERATIONS ASSISTANT (PROVISIONAL FULL-TIME): Town of Jerusalem seeks qualified applicants for this position involving responsibility for performing complex secretarial and administrative tasks in support of Town operations for the Assessor, Code Enforcement Officer, and the Planning and Zoning Boards. Minimum qualifications:

- a) Possession of an Associate's Degree in Public Administration, Urban Planning, or a closely related field; OR
- b) Graduation from high school, or possession of a high school equivalency diploma; AND two (2) years' experience in municipal government, property assessment, code enforcement, or other related administrative roles; OR
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

In addition, applicant must possess a valid New York State driver's license. Hourly pay range \$20.00-\$23.00 based on experience. 35-hour work week with full-time Medical and Dental benefits. Applications are available and must be submitted to Yates County Personnel Dept., 417 Liberty St., Penn Yan, NY 14527, online at <https://mycivilservice.yatescountyny.gov/> or call (315)536-5112 for further information.

Deadline for applying is June 16, 2025



OPERATIONS ASSISTANT

Jurisdiction Class:	Competitive
Civil Division:	Town
Adopted by HR:	04/07/2025

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for performing complex secretarial and administrative tasks in support of Town operations. The incumbent performs a variety of tasks in support of the Town Assessor's Office, Code Enforcement Officer, and the Planning and Zoning Boards. The Operations Assistant provides general administrative and operational support to assigned departments and requires strong organizational skills, the ability to manage multiple responsibilities, and a commitment to ensuring compliance with local laws and regulations while facilitating effective Town operations. The work is performed under the general supervision of the Town Supervisor, or assigned Department Head, with wide latitude allowed for independent judgment in providing effective administrative and clerical support. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs direct customer service support by screening and responding to inquiries from property owners regarding assessment operations, managing complaints related to code violations, and communicating with Board members, applicants, and the general public;
- Provides general administrative and clerical support to the Town Assessor through preparing and maintaining property assessment records, processing property tax exemptions (STAR, veterans, etc.), and maintaining accurate property records;
- Maintains detailed records of property assessment, code enforcement, and planning and zoning activities;
- Assists Code Enforcement Officer in issuing and maintaining permits, scheduling inspections, and compliance reporting; Utilizes Municipal Software to enter and maintain permit data;
- Assists Code Enforcement Officer with the preparation and distribution of notices of violation, orders, and follow-up correspondence;
- Acts as clerk for the Town's Planning Board and Zoning Board of Appeals by preparing meeting agendas, distributing materials, and recording meeting minutes;
- Coordinates the application process for site plans, subdivisions, variances, and special use permits and provides support to applicants, as needed;
- Maintains and organizes all planning and zoning documents, including maps, reports, and resolutions;
- Posts all legal notices as required;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles and practices of office management, organizational reporting, and communication;
- Thorough knowledge of office terminology, procedures, and operation of equipment;
- Basic knowledge of local government operations, zoning regulations, and property assessment processes;
- Ability to proficiently operate a personal computer, using common software programs such as Microsoft Word, Excel, Outlook, internet, and other position related systems;
- Familiarity with GIS and property assessment software;
- Ability to effectively communicate, and express oneself clearly both orally and in writing;
- Ability to establish and maintain effective working relationships with department heads, municipal officials, employees, and the public, resulting in excellent customer service at all times;
- Ability to maintain confidentiality; utilize sound judgment; and respond to shifting priorities and multiple competing demands;
- Ability to handle routine administrative details and tasks independently, including maintaining accurate records and preparing appropriate correspondence;
- Ability to manage multiple tasks, meet deadlines, and maintain attention to detail;
- Ability to exercise appropriate judgment in answering questions and providing information;
- Must demonstrate integrity, initiative, courtesy, and dependability;
- Resourcefulness in the solution of complex administrative problems;

Availability to attend evening Planning and Zoning Board meetings is required;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Possession of an Associate's Degree in Public Administration, Urban Planning, or a closely related field; OR
- b) Graduation from high school, or possession of a high school equivalency diploma; AND two (2) years' experience in municipal government, property assessment, code enforcement, or other related administrative roles; OR
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.