

# City of Ithaca

## Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

### JOB APPLICATIONS WANTED

**TITLE:** Office Assistant  
**LOCATION:** City of Ithaca - Planning Department - Building Division  
**SALARY:** \$38,733, with subsequent increases to \$48,415

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

**POSITION DESCRIPTION:** The work involves responsibility for independently performing complex clerical operations and administrative support tasks for a unit or division of a large department. Incumbents spend a substantial amount of time operating a personal computer and the rest of the time on routine administrative tasks to ensure the efficient workflow of the office. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Incumbents work under general supervision receiving detailed instructions only where policies have not been determined. This class differs from that of an Executive Assistant by the increased time spent on operating software and the more limited scope of duties and decision-making responsibilities in the unit or program area. This class is distinguished from a Keyboard Specialist by the incumbent's increased independence of operation, and the broader scope and greater complexity of the work. Supervision is not a responsibility of this class. Does related work as required.

Responsible for greeting and receiving visitors.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in secretarial science, office management, office technology, business administration or a closely related field with similar course curriculum; or
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid clerical experience, or its part-time and/or volunteer equivalent; or
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

**RESIDENCY REQUIREMENTS:** Applicants must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga).

**EXAM REQUIREMENTS:** A civil service exam will be required at a later date.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of high school and college transcripts

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by January 31, 2022:

City of Ithaca  
Human Resources Department  
Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

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