

# 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:** Stock Room Clerk

**LOCATION:** City of Ithaca - Department of Public Works - Streets and Facilities Division

**SALARY:** \$40,548, with subsequent increases to \$50,683

**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 clerical and physical work relative to a stock room of parts, supplies and/or materials necessary to the work of one or more departments or divisions. The incumbent enters data into a computer database to maintain and track information relative to the receipt, inventory, distribution and billing of parts, supplies and materials and vehicle repairs. The incumbent also prepares items for delivery and cleans and maintains the stock room. The incumbent may perform miscellaneous duties relative to the department or division the stock room serves. The work is performed under the supervision of a higher level employee and may be directed by a Stock Room Manager with some leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid stock room or inventory experience, or its part-time equivalent.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

**RESIDENCY REQUIREMENTS:** Applicants must be residents of New York State.

**APPOINTMENT STATUS AND EXAM REQUIREMENT:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of high school transcript
- Copy of driver license

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.

Required application materials accepted until position is filled.

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.

Reissued: April 7, 2022

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**RESIDENCY REQUIREMENTS:**

**APPOINTMENT STATUS AND EXAM REQUIREMENT:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**APPLICATION MATERIALS REQUIRED:**

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

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 **(Date)**:

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

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Issued:

