

# City of Ithaca

Office of Human Resources / Civil Service

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

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## JOB APPLICATIONS WANTED

**TITLE:** Data Entry Specialist

**LOCATION:** City of Ithaca - Police Department

**SALARY:** \$33,285, with subsequent increases to \$41,607

**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 the entry and retrieval of specific information using computer software. Incumbents operate a computer to transcribe data from source documents into the appropriate agency software program. Incumbents may also retrieve and print information in formats such as letters, memoranda, forms and reports. Incumbents also perform receptionist and clerical duties such as filing, copying, faxing and answering the telephone. Specific duties vary with the needs of the department. The work is performed under general supervision. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**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).

**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

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 June 6, 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.

Reissued: May 16, 2022