

City of Ithaca
Office of Human Resources / Civil Service

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INTERNAL POSTING
PERMANENT EMPLOYEES ONLY

TITLE: Police Support Specialist - Two Positions
LOCATION: City of Ithaca - Police Department
SALARY: \$36,916, with subsequent step increases to \$46,143

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 input, updating, and retrieval of sensitive and confidential police records, including police reports, medical records, use of force reports, and mental health forms, using computer software. Police Support Specialists also serve as the first point of contact with the Ithaca Police Department, including staffing the front desk, and thus have extensive face-to-face and telephone contact with the public. Police Support Specialists perform clerical duties such as filing, copying, and faxing, and may be assigned related clerical functions and activities that can be appropriately handled by civilian personnel. The work is performed under general supervision in accordance with well-established procedures. Does related work as required.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class as a Data Entry Specialist with the City of Ithaca Police Department, and must have served continuously on a permanent basis as a Data Entry Specialist with the City of Ithaca Police Department for twelve (12) months immediately preceding the date of application.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

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

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 July 27, 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.

Issued: July 12, 2022