

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

JOB APPLICATIONS WANTED

TITLE: Permit Clerk

LOCATION: City of Ithaca - Building Department

SALARY: \$37,837 with subsequent step increases to \$47,295

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the technical and clerical review, including processing of applications for a variety of building, and other permits and certificates in accordance with established policies and procedures. The incumbent is often the initial contact person for the agency, handling phone calls and in-person visits to the office. The work is performed under the supervision of a higher level employee with some leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not a function of this class. 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 experience, or its part-time and/or volunteer equivalent, providing clerical, secretarial or office support work for a building code enforcement office, engineering office, commercial construction company or related agency or business.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Tompkins County.

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

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- High school transcript

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by Wednesday, July 25, 2018 to:

City of Ithaca
Human Resources Department
108 East Green Street Ithaca, NY 14850
(607) 274-6539
Website: www.cityofithaca.org



The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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