

# 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, NY - Planning, Building, Economic Development

**SALARY:** \$40,495 - \$50,618

**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.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of 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).

**Note:** College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

**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.

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**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 July 24, 2024:

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



We would love to have you on our team! We hope to hear from you soon!

Issued July 3, 2024: