



CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

## ***Data Entry Specialist Examination No. 18-000***

APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATIONS WILL BE HELD  
PERIODICALLY

**LOCATION/VACANCIES:** The eligible lists established as a result of this examination will be used to fill vacancies in the City of Ithaca, Ithaca City School District and Ithaca Housing Authority as they occur.

**RESIDENCY:** Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** Varies per jurisdiction.

**DISTINGUISHING FEATURES OF THE CLASS:** 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.

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**SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District as involving direct contact with students, a clearance for employment from the State Education Department is required.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**SCOPE OF THE EXAMINATION:**

**Performance Test**

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February 24, 2016

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**Data Entry Specialist Examination No. 18-000**

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**THE CITY OF ITHACA  
AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION**





CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

## ***Data Entry Specialist Examination No. 18-000***

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CONTINUOUSLY

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## Data Entry Specialist Examination No. 18-000

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February 24, 2016

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**THE CITY OF ITHACA  
AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION**





CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

## ***Data Entry Specialist Examination No. 18-000***

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## Data Entry Specialist Examination No. 18-000

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February 24, 2016

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**THE CITY OF ITHACA  
AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION**





CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

## ***Data Entry Specialist Examination No. 18-000***

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**THE CITY OF ITHACA  
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CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

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## Data Entry Specialist Examination No. 18-000

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February 24, 2016

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AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION**



CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

## ***Data Entry Specialist Examination No. 18-000***

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## Data Entry Specialist Examination No. 18-000

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February 24, 2016

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**THE CITY OF ITHACA  
AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION**



CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

## ***Data Entry Specialist Examination No. 18-000***

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**Data Entry Specialist Examination No. 18-000**

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**THE CITY OF ITHACA  
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CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

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CONTINUOUSLY

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## Data Entry Specialist Examination No. 18-000

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February 24, 2016

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**THE CITY OF ITHACA  
AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION**





CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

## ***Data Entry Specialist Examination No. 18-000***

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## Data Entry Specialist Examination No. 18-000

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February 24, 2016

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**THE CITY OF ITHACA  
AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION**





CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

## ***Data Entry Specialist Examination No. 18-000***

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**THE CITY OF ITHACA  
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CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

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