



**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

**CITY OF ITHACA  
CIVIL SERVICE COMMISSION  
Regular Meeting**

Date: **Wednesday, June 5, 2019**  
Time: **11:30 am**  
Location: **City Hall, 2<sup>nd</sup> floor conference room**

**AGENDA**

**Approval of Minutes**

**New Business**

1. Update of Job Description: Fire Chief
2. Change in Title and Update of Job Description: Facilities and Capital Project Coordinator to Capital Project Coordinator
3. New Position Duties Statement: ICSD – Senior Typist

**Continuing Business**

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Addition of Candidates to Continuous Recruitment Eligible Lists
4. Approval of Personnel Transactions

**CIVIL SERVICE COMMISSION**  
**Regular Meeting**  
**April 3, 2019**

Commissioners Present:           Commissioner Richardson  
  Commissioner Abrams  
  Commissioner Thompson

Staff Present:                    Valerie Saul (Deputy Director of Human Resources)

Commissioner Richardson called the meeting to order at 11:55 am.

**APPROVAL OF MINUTES**

Commissioner Abrams made a motion to approve the minutes from the February 27, 2019 meeting. Seconded by Commissioner Richardson. Motion carried 3-0.

**PUBLIC HEARING ON PROPOSED AMENDMENTS TO RULE XIV – PROBATIONARY TERM OF THE CITY OF ITHACA CIVIL SERVICE RULES**

Commissioner Richardson made a motion to open the public hearing on the proposal to amend Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules to clarify that (1) promotions made pursuant to NYSCSL 52.7 are subject to a probationary term of not less than eight nor more than twenty-six weeks, and (2) probationers who do not successfully complete their probationary terms shall be given written notice of termination. Seconded by Commissioner Abrams. Motion carried 3-0.

No one appeared to speak on the proposed amendment.

Commissioner Richardson made a motion to close the public hearing. Seconded by Commissioner Abrams. Motion carried 3-0.

**NEW BUSINESS**

**Resolution to Amend Rule XIV - Probationary Term of the City of Ithaca Civil Service Rules**

Commissioner Thompson made the following motion:

WHEREAS, the Ithaca Civil Service Commission deems it necessary to make certain changes to the Text of the City of Ithaca Civil Service Rules; and

WHEREAS, the City of Ithaca Civil Service Commission duly advertised and held a public hearing on April 3, 2019, for the purpose of amending Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules to clarify that promotions made pursuant to New York State Civil Service Law 52.7 are subject to a probationary term of not less than eight nor more than twenty-six weeks, and that probationers who do not successfully complete their probationary terms shall be given written notice of termination, and

WHEREAS, the Ithaca Civil Service Commission took public comment on the proposed amendment into consideration, and

WHEREAS, the Ithaca Civil Service Commission supports the proposed amendment, NOW, THEREFORE, BE IT

RESOLVED, that subject to the approval of the State Civil Service Commission, the following text be deleted from Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules:

1. c. Every permanent appointment from a promotion eligible list shall be for a probationary term of not less than eight nor more than twenty-six weeks. Upon written notice of the appointing authority the probationary period upon promotion may be waived and the appointee given a permanent appointment.

and be it further

RESOLVED, that subject to the approval of the State Civil Service Commission, the following text be added to Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules:

1. c. Every permanent appointment from a promotion eligible list, and every promotion made pursuant to Section 52.7 of the New York State Civil Service Law, shall be for a probationary term of not less than eight nor more than twenty-six weeks. Upon written notice of the appointing authority the probationary period upon promotion may be waived and the appointee given a permanent appointment.

and be it further

RESOLVED, that subject to the approval of the State Civil Service Commission, the following text be deleted from Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules:

5. Report on Probationer's Service

The appointing authority and supervisor of a probationer will carefully evaluate the probationer's work performance of the duties and responsibilities of the position. A probationer whose services are to be terminated for unsatisfactory service shall be given written notice prior to such termination and, upon request, shall be granted an interview with the appointing authority or his/her representatives.

and be it further

RESOLVED, that subject to the approval of the State Civil Service Commission, the following text be added to Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules:

5. Report on Probationer's Service

The appointing authority and supervisor of a probationer will carefully evaluate the probationer's work performance of the duties and responsibilities of the position. A probationer whose services are to be terminated for unsatisfactory service shall be given written notice of such termination and, upon request, shall be granted an interview with the appointing authority or his/her representatives.

Seconded by Commissioner Abrams. Motion carried 3-0.

### **New Position Duties Statement and Adoption of Job Description: ICSD – Coordinator of Human Resources**

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District and the proposed job description for Coordinator of Human Resources. Commissioner Abrams made a motion to classify the position as Coordinator of Human Resources and adopt the job description as proposed. Seconded by Commissioner Thompson. Motion carried 3-0.

### **Revision of Driver License Requirement – Motor Equipment Mechanic**

The Commission reviewed and discussed a request from Assistant Superintendent of Public Works Ray Benjamin to amend the driver license requirement for Motor Equipment Mechanic from a NYS Class B Commercial Driver License to a NYS Class D driver license. The CDL B requirement was put in place to enable mechanics to drive equipment for diagnostic and testing purposes. However, those responsibilities are typically performed by supervisory staff, and the CDL B requirement makes recruiting mechanics more difficult. In view of this, Assistant Superintendent of Public Works Ray Benjamin has requested that the driver license requirement for Motor Equipment Mechanic be amended to a NYS Class D license. Motor Equipment Mechanic Supervisors will continue to be required to hold NYS Class B Commercial Driver Licenses. Commissioner Thompson made a motion to amend the driver license requirement for Motor Equipment Mechanic to read as follows:

“Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.”

Seconded by Commissioner Abrams. Motion carried 3-0.

### **Revision of Driver License Requirements – Wastewater Treatment Plant Positions**

At their meeting on February 28, 2018, the Civil Service Commission added a NYS Class D driver license requirement for several positions at the Wastewater Treatment Plant. Upon further reflection as to how these positions will be used, the Chief Wastewater Treatment Plant Operator would prefer to have flexibility in this requirement, with the ability to enforce a driver license requirement for assignments that require the operation of a City vehicle, without requiring a driver license for assignments that don't require the operation of a City vehicle. After discussion, Commissioner Richardson made a motion to amend the driver license requirement for the positions of Wastewater Treatment Plant Operator Trainee, Wastewater Treatment Plant Operator, Assistant Chief Wastewater Treatment Plant Operator, Chief Wastewater Treatment Plant Operator, Laboratory Technician and Laboratory Director to read as follows:

“Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.”

Seconded by Commissioner Abrams. Motion carried 3-0.

**New Position Duties Statement: Public Information and Technology – Network Integration Specialist**

The Commission reviewed and discussed a New Position Duties Statement from the Public Information and Technology Department. Commissioner Richardson made a motion to classify the position as Network Integration Specialist. Seconded by Commissioner Thompson. Motion carried 3-0.

**Update of Job Description: Network Integration Specialist**

The Commission reviewed proposed updates to the Network Integration Specialist job description. The updates reflect the current supervisory structure, and the technology currently in use in City operations; they do not change the overall scope or nature of the position. Commissioner Richardson made a motion to update the Network Integration Specialist job description as proposed. Seconded by Commissioner Thompson. Motion carried 3-0.

**New Position Duties Statement: DPW - Engineering Division: Engineering Technician**

The Commission reviewed and discussed a New Position Duties Statement from the Engineering Division of the Department of Public Works. Commissioner Abrams made a motion to classify the position as Engineering Technician. Seconded by Commissioner Richardson. Motion carried 3-0.

**EXECUTIVE SESSION**

Commissioner Richardson made a motion to go into executive session to discuss civil service examination matters. Seconded by Commissioner Abrams. Motion carried 3-0. During executive session, the Commission took the following actions:

**CONTINUING BUSINESS**

**Approval of Rosters of Candidates for Examination**

Commissioner Richardson made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Thompson. Motion carried 3-0.

Administrative Assistant #70-095  
Payroll Coordinator #61-696

**Establishment of Eligible Lists**

Commissioner Thompson made a motion to establish the eligible lists specified below for the time period indicated. Seconded by Commissioner Abrams. Motion carried 3-0.

Electrician #65-616 (2 years)  
Supervisor of Electrical Services #78-107 (1 year)

**Addition of Candidates to Continuous Recruitment Eligible Lists**

Commissioner Abrams made a motion to add candidates to the continuous recruitment eligible lists. Seconded by Commissioner Thompson. Motion carried 3-0.

**Approval of Personnel Transactions**

Commissioner Richardson made a motion to approve the Personnel Transactions. Seconded by Commissioner Thompson. Motion carried 3-0.

The next Civil Service Commission meeting will be held Wednesday, May 1, 2019 at 11:30 am.

With no further business, the meeting was adjourned at 12:52 pm.

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 05/16/72

Revised: 06/15/93, 09/09/09, 09/15/10, 05/01/19, **06/05/19**

## FIRE CHIEF

**DISTINGUISHING FEATURES OF THE CLASS:** This is the principal administrative position of the Ithaca Fire Department. The Fire Chief is responsible for planning, directing, managing and overseeing the activities and operations of the Fire Department, including fire suppression, fire prevention, emergency medical response, hazardous materials incident response, emergency management operations, fire code enforcement, training and related fire service activities. The Fire Chief also performs a broad range of administrative duties, including the recruitment, selection and promotion of personnel, the purchase of equipment, the preparation and presentation of the annual budget and subsequent oversight and control of expenditures, long-range operational planning, and the development and implementation of operational policies and procedures. The Fire Chief also actively participates in labor contract negotiations and labor contract administration. The work is performed under the administrative direction of the Mayor, with wide latitude permitted for the exercise of independent judgment in directing departmental activities and operations. General supervision is exercised over all departmental personnel, including managerial, supervisory and direct service firefighting and emergency medical personnel, volunteer firefighting personnel, and technical and clerical support staff. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Directs and administratively supervises the daily operation of the Fire Department, including fire suppression, fire prevention, emergency medical response, hazardous materials incident response, emergency management operations, fire code enforcement, training and related fire service activities;

**Responds to emergency incidents and assumes direct command of large scale operations at all major fires and emergency incidents;**

Develops and implements operational policies, procedures, standards and goals;

Hires, develops, assigns, evaluates, promotes, disciplines and, as necessary, terminates subordinate personnel;

Reviews departmental performance and effectiveness;

Supervises the investigation and determination of causes of fires;

Directs the inspection of buildings for fire hazards to insure compliance with fire prevention codes and ordinances;

Directs and inspects the maintenance and repair of all firefighting equipment;

Directs the preparation and maintenance of operational records and reports;

Directs the training of Fire Department personnel;

Prepares and presents the annual budget for the Fire Department; oversees and manages departmental expenditures;

Reviews and recommends the implementation of new technology and equipment;

Participates in labor negotiations as a member of the City's bargaining team;

Responds to labor union grievances; participates in labor-management meetings;

Develops emergency preparedness plans for the City, works with local emergency planning committees; oversees and participates in emergency preparedness training;

Meets with elected and appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the Fire Department's activities;

**Acts as liaison with Mayor, other City departments, outside agencies, the media, and the public;**

Coordinates with other public and private providers on fire prevention, fire protection and emergency response strategies and activities;

**Typical Work Activities – continued**

Attends conferences, seminars and trainings to remain current on fire service and emergency medical service trends, developments and initiatives;

Addresses interested groups regarding fire prevention and firefighting activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern firefighting, fire prevention, emergency medical service and emergency management principles, practices, methods and equipment; thorough knowledge of the principles and practices of the planning, budgeting, administration, supervision and coordination of a fire department; thorough knowledge of the City's building code and fire prevention laws and regulations; thorough knowledge of the geography, building conditions and major fire hazards of the City; thorough knowledge of safety precautions used in firefighting and emergency medical service; thorough knowledge of current trends regarding fire service administration; familiarity with the aims and purposes of a fire mobilization and mutual aid plan, and available fire service in the community; demonstrated ability to lead, plan, coordinate and direct fire service activities; ability to plan, supervise, direct, coordinate and evaluate the work of subordinate personnel; ability to lead and command effectively in emergency situations; ability to establish and maintain effective working relationships; ability to communicate effectively with others, both orally and in writing; ability to successfully work with and serve a diverse local community; sound judgment in emergencies; ability and willingness to respond to emergencies during non-traditional work hours and in all types of weather conditions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Ten (10) years of progressively responsible paid, professional firefighting experience in a municipal fire department, at least three (3) years of which must have been at or above the second-line supervisory level.

NOTE: "Second-line" supervision refers to the second level of supervisory authority in an agency. For the purpose of these qualifications, it must include the supervision of paid, supervisory firefighting personnel. In the Ithaca Fire Department, for example, it would equate to the level of Assistant Fire Chief. Second-line supervisory experience must have been gained through an actual appointment into a second-line supervisory position. "Acting" or "out-of-title" second-line supervisory experience is not qualifying experience.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
2. As specified in Section 58-a(7) of New York State Civil Service Law, candidates must meet the qualifications for Fire Chief established by the State Fire Administrator at the time of appointment.



Jurisdiction: Ithaca City School District

Jurisdictional Class: Competitive

Adopted: 11/21/94

Revised: 11/15/00, **06/05/19**

**Title changed from Facilities and Project Coordinator 06/05/19**

## FACILITIES AND CAPITAL PROJECT COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for planning, coordinating and overseeing capital improvements to school district buildings, facilities and grounds. The incumbent has additional facilities management responsibilities in areas such as utilities management, capital assets management, service and maintenance contract management, and the coordination of code compliance activities. The work is performed under the general supervision of the **Superintendent of Schools (or cabinet-level designee) Director of School Facilities and Operations III**, with considerable leeway granted for the exercise of independent decision-making and action. The **Facilities and Capital** Project Coordinator assists the Director of **School Facilities III and Operations III** with the supervision of maintenance, custodial, grounds, and support staff. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Prepares bid specifications for small capital projects and assists architects in the preparation of bid specifications for larger capital projects;

Reviews bids and makes recommendations as to the awarding of contracts;

Oversees contracts in progress and monitors and inspects work to ensure compliance with contract plans and specifications;

Develops preliminary plans, cost estimates and related construction documents for projects of limited scope; **assists architects and other professional service providers in the preparation of plans, cost estimates, and related construction documents for projects of larger scope;**

Oversees payment of district utility bills, monitors utility usage, and makes recommendations for more cost-effective methods of obtaining and/or utilizing energy;

In conjunction with supervisor and peers, establishes long-range plans and priorities for capital improvements;

Coordinates and oversees service contracts for fire alarm systems, public address systems, exterminations, security systems, clock systems, elevator maintenance and repair, and kitchen hood extinguishers, and serves as liaison between school district staff and contractors;

Coordinates and facilitates school district compliance with applicable building and fire codes;

Conducts inventories of district assets, including furniture and equipment, and establishes and maintains capital assets preservation plan;

Conducts needs analyses and surveys such as space utilization surveys, floor covering replacement surveys, etc. **in preparation for capital projects;**

**Coordinates directly with Director of Facilities III to o**rganizes, **inventoryies**, and maintains all school district blueprints **as they relate to capital projects;**

Prepares and maintains a variety of records and reports, in both written and computerized formats;

Reviews district work requests, estimates cost and time to do work, and assigns work to appropriate staff;

May serve as Clerk of the Works on **capital** projects of limited scope.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, materials and tools used in the mechanical and building construction trades; thorough knowledge of the applicable codes, laws, rules and regulations governing the design, construction, and renovation of buildings, facilities and mechanical systems; computer literacy; ability to prepare preliminary budget and renovation estimates; ability to read and interpret plans, specifications, and blueprints; ability to develop work specifications and contract documents; ability to apply a critical attitude in the inspection and evaluation of work completed or in progress; ability to analyze needs and establish priorities; ability to establish and maintain effective working relationships with others; ability to read and interpret complex written material; ability to prepare a variety of reports, including tabular and statistical reports; mechanical aptitude; initiative and resourcefulness; integrity; good professional judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering, Construction Technology or a closely related field with similar curriculum, and two (2) years of supervisory experience in the design, construction, maintenance, repair or inspection of buildings, related facilities, structural construction projects, or mechanical systems; or
- B. Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Engineering Science, Construction Technology or a closely related field with a similar curriculum, and four (4) years of experience in the design, construction, maintenance, repair or inspection of buildings, related facilities, structural construction projects, or mechanical systems, at least two (2) years of which must have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in the design, construction, maintenance, repair or inspection of buildings, related facilities, structural construction projects, or mechanical systems, at least two (2) years of which must have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978.

**City of Ithaca Civil Service Commission  
108 East Green Street - Ithaca, NY 14850  
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.  
Forward one typed copy to this Commission.

1. Department **Fine and Performing Arts** Division **Clerical** Location of Position **Ithaca High School**

2. **Description of Duties:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: 10-Month .5 Senior Typist

Percent of Work Time	Job Duty:
	Monitor and process purchasing of District-wide Fine and Performing Arts. Maintain budget ledgers, schedule appointments for Director, book rooms, general support of the department as needed.

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

Name	Title	Type of Supervision
Daphne Shululu	Director of Fine and Performing Arts	Immediate Supervisor

4. Names and Titles of Persons Supervised by Employee in this position

Name	Title	Type of Supervision

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

Name	Title	Location of Position
Brittney Snyder	Senior Typist	Ithaca High School
Sue Kinney	Senior Typist	Boynton Middle School

6. What minimum qualifications do you think should be required for this position?

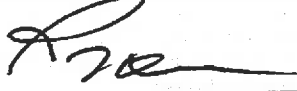
**Education:** High School          Diploma          Years  
 College          Years, with specialization in                                   
 College          Years, with specialization in                                 

**Experience:** (list amount and type)

Essential knowledges, skills and abilities: Typing, budget ledger knowledge, scheduling, event set up, secretarial duties, support

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 2019 05 14 Title: Director of Human Resources Signature: 

**Certificate of Civil Service Commission**

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: \_\_\_\_\_

Jurisdictional Classification: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Return One Completed Copy to Civil Service Commission

## Update:Re: New Position Dueties Statement

Tami Tabone [ttabone@icsd.k12.ny.us]

Sent: Wednesday, May 15, 2019 10:56 AM

To: Valerie Saul

Hi Val,

First one should be 50%, not 60%

50% Monitor and process purchasing of District-wide Fine and Performing Arts

20% Maintain budget ledgers, and general support of the department as needed

20% Schedule appointments for Director

10% Book Rooms

Tami L. Tabone

Administrative Assistant for Human Resources

Ithaca City School District

607-882-9542 Ph.

On Wed, May 15, 2019 at 10:53 AM Tami Tabone <[ttabone@icsd.k12.ny.us](mailto:ttabone@icsd.k12.ny.us)> wrote:

60% Monitor and process purchasing of District-wide Fine and Performing Arts

20% Maintain budget ledgers, and general support of the department as needed

20% Schedule appointments for Director

10% Book Rooms

Here is the breakdown. Can you print this and attach to form or do you need me to actually update the form?

Tami L. Tabone

Administrative Assistant for Human Resources

Ithaca City School District

607-882-9542 Ph.

On Tue, May 14, 2019 at 4:37 PM Valerie Saul <[VSaul@cityofithaca.org](mailto:VSaul@cityofithaca.org)> wrote:

Thanks, Tami. Is it possible to get more detail on the job duties? For example:

10% Schedules appointments for Director

10% Prepares written correspondence



# ITHACA CITY SCHOOL DISTRICT

400 Lake Street • P.O. Box 549 • Ithaca, New York • 14851-0549

## NOTICE OF ANTICIPATED VACANCIES

**We envision 6000+ Thinkers.** Thinking is foundational to the development of self and society. It is the cornerstone of all creative ideas and problem solving, new scientific discoveries, new products and services, individual and organizational learning, education, business success, interpersonal and intrapersonal communications, all social change and even democracy itself. Our vision is what we see. It motivates us. Our vision is audacious.

**Our Mission is to engage, educate, and empower.** We will strive to engage all students in the importance and relevance of thinking; to educate every learner to communicate, comprehend, and collaborate for understanding; and to empower all in the ICSD to achieve academic excellence.

**Position Title:** 10-Month .5 Senior Typist Fine And Performing Arts (19.25 hours)

**Brief Description:** Monitor and process purchasing for District-wide Fine and Performing Arts. Maintain budget ledgers, schedule appointments for Director, book rooms, general support of the department as needed.

**Location:** Ithaca High School Fine and Performing Arts

**Anticipated Date:** May 29, 2019

**Posting Dates:** May 10, 2019-May 17,2019

### Required Qualifications:

- The Ithaca City School District is committed to eliminating race, class and disability as predictors of academic performance, co-curricular participation and discipline. Qualified candidates will demonstrate a basic awareness of these commitments and a strong willingness to support these efforts.
- Must Possess flexibility, adaptability, good organizational skills, must be task oriented, work well under pressure. **Must be eligible for appointment as a Senior Typist by Civil Service.**

**Salary Range:** \$12,843 In Accordance with Collective bargaining agreement for 2018-19 school year.

**Apply:** Internal applicants only submit Letter of Interest and Resume To: Office of Human Resources, Ithaca City School District, 400 Lake Street, Ithaca, NY 14850.

*The Ithaca City School District does not unlawfully discriminate in employment on the basis of age, race, color, religion, creed, ethnicity, national origin, sexual orientation, gender identity and expression, military status, veteran status, sex, disability, predisposing genetic characteristics, marital status, familial status, domestic violence victim status, or other federal/state protected status.*

Jurisdiction: All Jurisdictions  
Jurisdictional Class: Competitive  
Adopted: 08/05/58  
Revised: 10/15/91, 05/19/97, 3/23/98, 02/23/11

## **SENIOR TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the performance of moderately difficult clerical duties involving the full-time or substantial part-time operation of an alphanumeric keyboard. This class differs from that of Typist by the more complex clerical duties and more independent judgment required by this position. The work is performed under general supervision permitting the exercise of independent judgment in carrying out the details of the work. Specific instructions may be given for new or unusual assignments. Direct supervision may be exercised over the work of one or more clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Working from rough draft, types accounting and financial statements, enrollment information, statistical tabulations and data, form letters, attendance data, memoranda, vouchers, reports, requisitions, and other materials;  
Answers telephone, providing information to callers, taking messages and making appointments;  
Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;  
Conducts routine correspondence on matters where policies and procedures are well defined;  
Supervises and participates in the issuance and recording of applications, licenses and permits;  
Assembles a variety of data from office records for incorporation into various reports;  
Maintains personnel records and time sheets, prepares payrolls;  
Performs and oversees the typing, processing, indexing, sorting, recording and filing of a variety of records and reports;  
Operates photocopiers, faxes, printers, scanners, calculators and other office machines;  
Orders, distributes and maintains an inventory of supplies;  
Operates an alphanumeric keyboard to transcribe data directly into the computer;  
May assign and review work of subordinates and instruct new employees in specialized clerical and typing work of a unit.

### **FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; skill in keyboarding at a predetermined rate of speed; ability to plan and supervise the work of others; ability to understand and follow oral and written instructions; ability to write legibly; ability to successfully work with and serve a diverse local community; good judgment; accuracy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** One year of full-time paid secretarial or clerical experience, or its part-time and/or volunteer equivalent.