

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

SECRETARY TO THE COMMISSIONER OF

CODES ENFORCEMENT

Salary: \$38,000.00

Classification: Exempt Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance and Dental Insurance

DISTINGUISHING FEATURES OF THE CLASS: This position will report to the Commissioner of Codes Enforcement and will be responsible for a host of clerical duties associated with the Department of Codes Enforcement. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Answering phones and scheduling codes inspection appointments;
Being courteous to residents and property owners in resolving codes related issues;
Helping distribute and fill out documents and forms pertinent to Codes Enforcement such as permits, applications and licensing documents;
Maintains records in an orderly fashion;
Research codes history using both computer-based and physical filing systems;
Track departmental time sheets, staffing schedule and keep up to date personnel records;
Draft and mail appropriate correspondence with residents as directed by Commissioner of Codes, and
Maintain databases to track payments and codes related activities.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS: Thorough knowledge in using MS Office; outstanding organizational skills; friendly and professional disposition in interpersonal communications.

MINIMUM QUALIFICATIONS:
Appointment is made on the basis of administrative and secretarial experience as the Commissioner of Codes determines appropriate.

Applications:
Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call the City of Utica, Codes Enforcement Office at (315) 792-0163.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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