



## EXAMINATION, OPEN TO THE PUBLIC

ISSUED: April 3, 2019

# CODE ENFORCEMENT OFFICER

EXAMINATION NO. **63962**

Steuben County

Read these instructions  
*carefully and thoroughly.*

May 1, 2019

June 22, 2019

**LAST FILING DATE**

**EXAMINATION DATE**

A **NON-REFUNDABLE \$15.00 APPLICATION FEE** APPLIES FOR THIS TEST. See page 3 for details.

INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

**SALARY:** Varies according to location of appointment. As an example, the current starting salary for this title in the Village of Bath is \$40,560 annually.

**VACANCIES:** Two at the present time. The Eligible List resulting from this examination will be used to fill any appropriate vacancies that may occur in this title during the life of the list.

**RESIDENCY REQUIREMENT:** Candidates must have been legal residents of **Steuben County** for at least four months immediately preceding the date of the written examination.

**MINIMUM QUALIFICATIONS:** POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE **CLEARLY DEMONSTRATED** ON YOUR APPLICATION.

- Graduation from high school or possession of a high school equivalency diploma and two years of journeyman experience in some phase of building construction; or
- An equivalent combination of experience and education or training sufficient to indicate ability to do the work; or
- Possession of a Basic Code Enforcement Training Certificate issued by the State of New York pursuant to Part 1208 of Title 19 NYCRR.

**SPECIAL REQUIREMENT(S):** Completion of the code enforcement training program(s) as mandated by the Department of State, Office of Fire Prevention and Control is required within the time limits as established in Part 1208 of Title 19 NYCRR.\*

\*[https://www.dos.ny.gov/info/regulatory\\_activity/434-435-1208.html](https://www.dos.ny.gov/info/regulatory_activity/434-435-1208.html)

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for inspecting the construction and repair of buildings and structures and enforcing the provisions of the New York State Uniform Fire Prevention and Building Code, any applicable local building codes and ordinances, the multiple residence law and any other applicable laws, and where applicable, zoning ordinances. The work is carried out in accordance with well-established inspection and enforcement procedures and involves reviewing and approving all plans and specifications submitted with applications for local building permits; inspecting all buildings and structures, both erected and under construction or repair, for compliance with approved plans and specifications and all applicable codes, laws and ordinances; and enforcing the provisions of the New York State Uniform Fire Prevention and Building Code, as well as all other applicable related laws, codes and ordinances. Work is performed under the general supervision of the local legislative body or top administrative officer, with wide leeway allowed the incumbent for the exercise of independent judgment in carrying out inspection and enforcement duties. Direct supervision is exercised over the activities of whatever subordinate clerical employees may be assigned to the Officer. Does related work as required.

STEUBEN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.



**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills, and/or abilities in the following areas:

**1. Inspection procedures and principles**

These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects, including proper adherence to plans and codes, dealing with residents, owners and contractors, and inspection record keeping.

**2. Building construction and rehabilitation**

These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.

**3. Understanding and interpreting building plans and requirements**

These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.

**4. Building, housing and zoning laws and codes**

These questions test for knowledge of, and the ability to apply, provisions of the Building and Residential Codes of New York State (and the portions of other codes applicable to these two codes), and the general concepts of zoning, including related laws and regulations.

**5. Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

**Candidates are RECOMMENDED to use quiet, hand-held, solar or battery powered calculators.**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at [www.cs.ny.gov/testing/testguides.cfm](http://www.cs.ny.gov/testing/testguides.cfm) or from the Steuben County Civil Service Office.

**\$15 APPLICATION FEE: NO CASH ACCEPTED.**

The New York State Civil Service Law requires our Office to collect an application fee. The amount of the fee is **fifteen dollars (\$15) per applicant for EACH examination** applied for. Fee must be submitted with the application form, **by check (personal or certified) or money order**, payable to "**Steuben County Finance**." You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.

**NO REFUNDS:** No refund will be made to applicants who are disapproved or who fail to appear to the examination. Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates.

You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Assistance is available from our office in person or by telephone at 607-664-2345.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.



### **GENERAL INSTRUCTIONS:**

1. Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at [www.steubencony.org](http://www.steubencony.org).
2. Applications postmarked after midnight of the "Last Filing Date" will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and **all statements made by candidates are subject to verification.**
4. Applicants must **answer every question** on the application form and provide an **original signature**. You may include a resume in addition to completing the application form; however, you may **NOT** substitute "See Resume" for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**
5. Be sure to **KEEP A COPY** of your application materials. The Department of Personnel and Civil Service does not provide copies of records you submit.
6. **APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed *and primarily* responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid; receiving Supplemental Security Income payments or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance); or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are SUBJECT TO VERIFICATION.** If you can verify eligibility for an application fee waiver, complete Application Item #13.
7. Accepted candidates will be notified of when and where to appear for the exam approximately one week before the scheduled date of the exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
8. This department does not make formal acknowledgment of the receipt of an application.
9. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.
10. **TESTING ACCOMMODATIONS:** If special arrangements for testing are required (i.e. religious observance, disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
11. **INTERVIEW ACCOMMODATIONS:** If special arrangements for interviewing are required (i.e. disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
12. **VETERANS CREDITS:** Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.**
13. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
14. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
15. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
16. Under specific circumstances, an alternate test date may be arranged in accordance with established policy. Your request *and verifiable documentation* should be submitted at least one week prior to the test date or *in case of an emergency no later than 5:00 p.m. on the next business day* following the test. See Application item #12.
17. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service law. The provision of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
18. **Special Requirement for Appointment in School Districts and BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
19. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.



20. Unless otherwise noted, candidates are *recommended* to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are *prohibited*. You will not be permitted to use the calculator function of a cell phone.

  
Nathan A. Alderman, Personnel Officer