

Jefferson County

ASSISTANT CODE ENFORCEMENT OFFICER



The Jefferson County Department of Code Enforcement is seeking a qualified candidate to fill a vacant, entry-level Assistant Code Enforcement Officer position. Primary responsibilities include conducting Lead-Based Paint Inspections and Dust Wipe Sampling in accordance with local regulations and EPA guidelines, as well as creating the reports, letters, and certificates associated with these inspections. Additional duties include administering and enforcing the New York State Uniform Fire Prevention and Building Code, as well as other laws, rules, and regulations pertaining to the construction or alteration of buildings and structures.

Salary Range: \$24.62 - \$30.40 per hour (2026 Rates)

Excellent fringe benefits include:

- NYS Retirement
- Deferred Compensation
- Sick Leave
- Paid Vacation
- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- Candidates may be eligible for the Public Service Loan Forgiveness program

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(A) Graduation from a regionally accredited or New York State registered two year college with an associate's degree; or

(B) Two years of full-time experience in building construction work or in a building trade such as carpentry, plumbing, electrical, or related trades; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B), above.

Experience as a qualified building inspector can be substituted for an equivalent amount of the above required experience.

NOTE: Candidates for appointment in this class will be required to complete any mandated training as established by the New York State Department of State.

SPECIAL REQUIREMENT: Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.

**Applications will be accepted until the position is filled,
first review of applicants will be January 2, 2026.**

Civil Service Exam is required for permanent appointment.

Apply online on our Employment Portal: <https://jefferson-portal.mycivilservice.com/>

Or send a paper application and resume to:

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.

Jefferson County is an Equal Opportunity Employer

