

**JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**County Office Building - 175 Arsenal Street**  
**Watertown, NY 13601**  
**www.co.jefferson.ny.us**

Valerie M. Nugent  
Director of Human Resources

**\*A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**  
**PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

**OPEN COMPETITIVE EXAMINATION**  
**FOR**  
**NO. 68-192 SENIOR CODE ENFORCEMENT OFFICER**

VACANCIES: This list will be used to fill future vacancies, as they occur, with the Jefferson County Department of Code Enforcement

SALARY: \$21.92/hr.

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

**LAST FILING DATE: May 3, 2019**

**EXAMINATION DATE: June 22, 2019**

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test:

(A) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in mechanical or construction technology or closely related field and three years of experience as a building contractor, or journey level trades worker or in the design of buildings or in the inspection of buildings for safety and compliance codes; OR

**ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.**

(B) Graduation from high school or possession of a high school equivalency diploma and five years of experience as defined in (A) above; OR

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

**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. Incumbents may be required to complete mandated code enforcement training.

**EXAMPLES OF WORK:** (illustrative only)

Assists with the supervision of assignments and work flow in a municipal code enforcement office;  
Assists with the assignment of specific inspections to subordinate personnel to insure adequate coverage and reporting of inspection areas;  
Assists in coordinating follow-up activities pertaining to the investigation of violations of the Fire and Building Code;  
Interviews property owners, contractors, tenants, and complainants in determining nature of violations and initiation of appropriate corrective action;  
May conduct hearings to resolve disputed matters involving the application or administration of the Fire and Building Code;  
Issues decisions and advises on matters relative to interpretation of the New York State Fire and Building Code;  
Assists with the supervision, coordination, and the inspection of various stages of construction of buildings and structures, particularly when the assignment involves more difficult and complex inspection work;  
Issues building permits, certificates of occupancy, and corrective action reports;  
Assists with the supervision and proper maintenance of office records and reports;  
Assists in the orientation and training of Code Enforcement staff;  
May appear before the legislative committee, government officials, and community groups to explain policy and procedures used in code enforcement;  
Prepares a variety of records and reports relevant to code enforcement activities.

**SCOPE OF EXAMINATION:** Written test will cover knowledge, skills, and/or abilities in such areas as:

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. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

## 6. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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 on line at:  
<https://www.cs.ny.gov/testing/testguides.cfm>

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 provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted 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 may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

\*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 4-3-19