CLINTON COUNTY CIVIL SERVICE EXAMINATION FOR
CODE ENFORCEMENT OFFICER
Clinton County is an ADA, EOE Employer

For further information on announced exams:
Call our Exam Line: 565-4455
Visit our website: www.clintoncountygov.com
Contact: Clinton Co. Department of Personnel, 137 Margaret Street, Plattsburgh, NY 12901 (Telephone 565-4676)

Examination No.: #67-540 Vacancy: Town of Peru
Issued: 3/19/12 Salary Range: Dependent upon location
Closing Date for Filing: 4/18/12 Filing Fee: $12.50 (WE CANNOT ACCEPT CASH – See Below)
Examination Date: 6/2/12 Calculators: RECOMMENDED - See General Instructions

THE CLINTON COUNTY DEPARTMENT OF PERSONNEL MUST RECEIVE APPLICATIONS AND A $12.50 FILING FEE (CHECK OR MONEY ORDER MADE PAYABLE TO THE CLINTON COUNTY TREASURER) BY WEDNESDAY, APRIL 18, 2012, AT 5 O'CLOCK P.M. APPLICATIONS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE ACCEPTED.

RESIDENCY: Residency has been waived for examination and appointment.

ELIGIBLE LIST: The eligible list established as a result of this exam will be used to fill present and future vacancies that may occur in Clinton County departments, towns, villages, school districts and the City of Plattsburgh. Appointing authorities may give preference to legal residents of their jurisdiction when making appointments.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of examination. All experience must be paid experience unless otherwise noted. Either:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: Candidates for appointment in this class will be required to complete any mandated training for duties to be performed as established under Minimum Standards for Code Enforcement Personnel in New York State under Part 434.5 within required time limits.

Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely manner.

NOTE: A copy of your high school diploma or equivalency must be attached to your application.
DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for administering and enforcing the New York State Uniform Fire Prevention and Building Code, State Energy Conservation Construction Code, municipal zoning ordinances, and related laws, codes, rules, and regulations as determined by appointing agency. This position may also be responsible for providing applications for building permits and inspecting the use, development, and construction of land, property, and buildings within the municipality as well as coordination of all activities relevant to ensuring compliance. The work is performed under general direction of a local board, supervisor, or legislative body with leeway allowed for the exercise of independent judgment in carrying out details of the work in accordance with established policies and procedures. Supervision may be exercised over subordinate and clerical personnel. The incumbent does related work as required.

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. Zoning inspection principles, related laws and codes and site plan interpretation

These questions test for knowledge of the concepts, terminology and procedures used in real property and zoning inspection, including related codes, laws and legal documents, and for the ability to read, analyze and perform computations based on real property and site drawings and on real property and zoning-related written presentations.

6. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
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/localtestguides.cfm

**APPLICATION FEE:** A filing fee of $12.50 is required for each separate exam for which you apply. The required fee must accompany your application. Your check or money order must be made payable to the Clinton County Treasurer and have the exam number(s) on it. **WE CANNOT ACCEPT CASH.** Since no refunds will be made, you are urged to compare your qualifications carefully with the minimum qualifications and residency requirements for each exam and file only for those for which you are clearly qualified. The application fee will **not** be refunded upon failure to qualify for the exam. If you do qualify to take the exam, but fail to participate in the exam, the filing fee will **not** be refunded.

Individuals receiving public assistance (Medicaid, Home Relief or Aide to Dependent Children) from a State or local Social Services Agency or Supplemental Social Security (SSI) payments can request waiver of the application fee. Attach written verification of eligibility from the agency from which you receive assistance to your application(s). This verification must include the name of the agency from which you are receiving public assistance or SSI, the type of assistance being received and the case number you have been assigned. The verification must also include effective dates of assistance or SSI payments and be signed and dated by the proper authority.

If requesting a fee waiver as unemployed and primarily responsible for the support of a household, you must submit a signed written statement indicating that you are the primary support of a household which includes the name and address of the last place of employment; date employment ended; names, relationship and income of others within the household; and whether or not unemployment insurance is being received. An updated verification must be submitted with each application. Such waiver is subject to verification and if not supported by appropriate documentation, are grounds for requiring submission of the $12.50 application fee.

If you submit a personal check for payment of the application fee, and the check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, you may not receive a score.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:**

If you have applied for any other civil service exam to be given on the same test date for employment with New York State or other local government jurisdictions, excluding New York City, arrangements must be made to take all the exams at one test site.

Be sure to check “Yes” in the Conflicting Exams Section on the first page of your application and include in the “Remarks” Section on page four the titles of the exams you are scheduled to take and whether they are offered by another Local agency or the State.

If taking two Local exams, indicate in which county you want to take the exams. If you are taking a Local and a State exam, you must take the exams at the State site.

Call our office at 565-4676 no later than two weeks prior to the exam date to confirm that arrangements have been made for you to take all the examinations at one test site. You will be advised by letter when and where to report for your examinations.
GENERAL INSTRUCTIONS

1. Each candidate must complete an application and file it with the Clinton County Dept. of Personnel, Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, as soon as possible after the announcement of the exam but not later than 5 o’clock p.m. on the closing date. **BE SURE YOU ANSWER EVERY QUESTION** before filing your application. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.

2. The Clinton County Dept. of Personnel will notify you by admittance letter when and where to appear for the exam. If you fail to receive an admission letter at least seven days prior to the exam date, you should contact the Clinton County Dept. of Personnel immediately. No one will be admitted to the exam without the official admittance letter. The Department will also send due notice if an application is rejected. The Department does not make formal acknowledgment of the receipt of an application.

3. Restrictions on employment may exist for candidates who are under 18 years of age.

4. Unless otherwise stated, all candidates are required to be legal residents of Clinton County for one month immediately preceding the date of exam. Appointing authorities may give preference to legal residents of their jurisdiction.

5. **VETERANS:** To learn about your rights regarding Civil Service exams, request a copy of Clinton County’s “Veterans’ Rights For Exams” Summary from the Clinton County Dept. of Personnel or visit our website: clintoncountygov.com.

6. **VERIFICATION OF QUALIFICATIONS:** Appointing authorities may investigate or call candidates for an interview to determine whether they are qualified for appointment.

7. When the written exam is prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the NYS Civil Service Rules and Regulations dealing with the rating and review of exams apply.

8. The Dept. will establish eligible lists in the order of final rating for successful candidates and will establish lists for a period of 4 years.

9. **RETIREMENT SYSTEM:** It is mandatory that persons appointed to full-time positions in a political subdivision participating in the NYS Employees’ Retirement System, join the system on appointment. For other employees, membership is optional.

10. **SPECIAL ARRANGEMENTS:** Candidates requiring special arrangements for testing must indicate this on their application form or write to the Department not later than the last date for filing.

11. **RECEPTION OF APPLICATIONS:** The Department is not responsible for the arrival of applications if not personally delivered to this office. Therefore, you should contact the Department on or before the final date for filing to verify receipt.

12. **USE OF CALCULATORS:** Unless otherwise notified, 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 or other reference materials.

13. **FOR NON-CITIZENS:** At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Clinton County.

14. **EDUCATIONAL LOANS:** Section 50-b of Civil Service Law requires that Civil Service exam applications contain a question asking applicants if they have any loan made or guaranteed by the NYS Higher Education Services Corporation currently outstanding, and if so, whether or not the applicant is presently in default on any such loan. The Clinton County Dept. of Personnel is required to transmit to the Higher Education Services Corporation, prior to the exam date, the name and address of any applicant who answers either or both of these questions affirmatively.

15. **ALTERNATE TEST DATE POLICY:** Clinton County has an Alternate Test Date Policy, which allows a candidate to participate in the exam other than the set exam date. The alternate test date must be set during the week following the exam date. At no time can an exam be set later than one week following the exam unless NYS Civil Service provides prior approval. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations, which may occur on the exam date, you must contact the Clinton County Dept. of Personnel no later than 5 o’clock p.m. on the Monday following the exam.

16. **WEATHER CONDITIONS:** Clinton County will attempt to hold scheduled exams regardless of weather conditions. In the event that we cannot hold an exam due to extreme weather conditions, we will announce cancellation on the morning of the scheduled exam. Please call our office at 565-4676 for a recorded message or listen to WIRY Radio or WPTZ TV.

17. Clearance from the Commissioner of Education will be required for positions that are designated by school districts as having direct contact with students.

18. You may wish to retain a copy of your application since we are unable to provide copies of exam applications.

19. **POLICE OFFICER OR FIREFIGHTER SURVIVOR CREDITS:** Per Section 85-a of Civil Service Law, children of firefighters or police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent served. The parent is deemed to have “served” in a municipality if he/she was employed by or worked primarily in that municipality. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.

20. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo and pay for a state and national criminal history background investigation, which includes a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the state background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of Civil Service Law.

21. Clinton County is in compliance with ADA requirements. 

Revised 1/09