

PLEASE POST CONSPICUOUSLY

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES
COUNTY OFFICE BUILDING
WAMPSVILLE, NEW YORK

#89166010 CODE ENFORCEMENT OFFICER
(Open Competitive)

DATE OF EXAMINATION:
January 18, 2025

APPLICATIONS ACCEPTED UNTIL:
December 2, 2024 by 4:00 p.m.

To apply for exams:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams>.
- **By Mail:** Applications can be downloaded from the Department of Human Resources website at: <https://www.madisoncounty.ny.gov/301/Human-Resources-Forms>.
- Applications must be received or postmarked by the application deadline. Carefully compare your qualifications against the minimum qualifications listed on the announcement and apply for only those examinations for which you clearly meet the required qualifications.

SALARY: Salary varies in those jurisdictions whose Civil Service is administered by the Madison County Department of Human Resources.

VACANCIES: The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in the Madison County towns and villages under the jurisdiction of the Madison County Department of Human Resources.

RESIDENCY: There are no residency requirements to take this examination. Preference in certification may be given to successful candidates who have been legal residents of **the jurisdiction in which appointment is to be made** for at least one month prior to the date of examination.

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.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code. Under the general direction of the Town or Village Board, provides for the coordination of all activities relevant to ensuring compliance with the appropriate laws, codes, rules, and regulations. A Code Enforcement Officer may supervise a small number of Inspectors, and/or clerical personnel. The incumbent performs related work as required.

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

- (A) Possession of an Associate's degree with specialization in civil engineering, construction technology or a related field; OR
- (B) Satisfactory completion of 60 semester hours at an approved four-year college or university in a program leading to a bachelor's degree in civil engineering, construction technology or a related field; OR
- (C) Two (2) years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

ANTICIPATED ELIGIBILITY – EDUCATIONAL REQUIREMENTS: Applicants may be approved conditionally to take civil service examinations if the minimum educational requirement is met within twelve (12) months from the examination date. As proof of satisfactory completion of the minimum educational requirement, conditionally approved candidates are responsible for submitting appropriate documentation to the Madison County Department of Human Resources within twelve (12) months of taking the exam. Names of conditionally approved candidates will be restricted on the eligible list and will not be certified for appointment(s) until appropriate documentation is received.

SPECIAL NOTE: Experience as a qualified building inspector can be substituted for an equivalent amount of the above required experience. Possession of Code Enforcement Officer certification from the New York State Department of State can be substituted for the experience required above.

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

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.

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.

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.

Understanding and Interpreting Codes and Ordinances - These questions test for the ability to read and analyze various codes and requirements. Candidates will be provided with written selections related to code provisions (mainly dealing with zoning, housing and property management issues) and will be asked questions based on those reading passages. All the information needed to answer the questions will be presented in the written selections. Candidates will not be required to have any special knowledge related to the content areas covered in the reading selections.

CALCULATOR: Use of a hand-held, battery or solar powered calculator for this exam is **RECOMMENDED**. Cell phones and 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.

TEST GUIDE: 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

NOTE: Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

TIME AND PLACE OF EXAMINATION: Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

The written test 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 the written test.

ADDITIONAL CREDIT: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

THOSE REQUIRING RELIGIOUS ACCOMMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.

ISSUED: November 1, 2024

Ryan D. Aylward
Madison County
Director of Human Resources