

**ST. LAWRENCE COUNTY  
A.A./E.E.O. EMPLOYER  
CIVIL SERVICE OPPORTUNITY  
EXAMINATION OPEN TO THE PUBLIC**

EXAMINATION DATE: June 5, 2021

LAST FILING DATE: May 5, 2021

**Code Enforcement Officer - # 67-219**

There is currently one (1) vacancy for Code Enforcement Officer at the Town of Canton. The eligible list resulting from this examination will be used to fill vacancies as they occur in agencies under the jurisdiction of the St. Lawrence County Human Resources Department. Salary varies with jurisdiction.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in Architecture, Civil Engineering, Civil Engineering Technology, Construction Technology or Fire Protection and Safety; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Architecture, Civil Engineering, Civil Engineering Technology, Construction Technology or Fire Protection and Safety and one (1) year of full-time paid experience in building or fire prevention inspection, building construction work or in a building trade; **OR**
- C) Currently possesses a New York State Department of State Code Enforcement Certification as mandated in the State of New York Title 19 NYSCRR Part 434.5 (Certification of Code Enforcement Personnel) and has completed any necessary In-service Code Enforcement Personnel Training to maintain proper certification; (Candidates stating they possess the NYS Department of State Code Enforcement Certification will be required to provide proof of such certification and that the certification is currently in compliance with the regulations set forth under the State of New York Title 19 NYSCRR Part 434.5 (Certification of Code Enforcement Personnel) **OR**
- D) Three (3) years of full-time paid experience as described in (B) above.

**SPECIAL REQUIREMENT:** Pursuant to the Department of State Division of Building Standards & Codes in the State of New York the incumbent must:

- 1) Complete Basic Training requirements within eighteen (18) months of appointment.
- 2) Obtain certification after completing the required Courses 9A16, 9B16, 9C16, 9D16, 9E16 and 9F16.
- 3) Maintain the required yearly in-service training (24 hours annually) and any required advanced in-service training.

If your degree is from a college or university located outside of the United States, it is necessary that you contact the St. Lawrence County Human Resource Office prior to applying for this examination.

**NOTE:** Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application. Your resume is a supplement to the application, not a substitute for it.

**SPECIAL ANNOUNCEMENT:** Effective November 7, 2018, the St. Lawrence County Personnel Officer has assumed the administration of civil service for the City of Ogdensburg. St. Lawrence County eligible lists will, as appropriate, be certified to fill vacancies in the City of Ogdensburg. Candidates interested in employment with the City of Ogdensburg must now participate in examinations conducted by the St. Lawrence County Human Resources Department.

**APPLICATION FEE:** The St. Lawrence County Human Resources Department will be collecting an application fee of \$12.50 from examination applicants. The required fee must accompany your application and must be in the form of either a check or money order payable to the St. Lawrence County Treasurer. Write the number of the examination on your check or money order. DO NOT SEND CASH. As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you believe you are clearly qualified. Any application received after the last filing date will be returned along with the application fee. There will be a \$15.00 returned check fee of any returned check.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or 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, please complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The "Request for Application Fee Waiver and Certification" form is located on the St. Lawrence County web site at: [www.hr.stlawco.org](http://www.hr.stlawco.org) or by contacting the Human Resources Department at (315) 379-2210.**

**GENERAL STATEMENT OF DUTIES:** The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building code or a local fire and/or building code if approved by the State Fire Prevention and Building Code Council. Under general supervision, 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 Building Inspectors, Zoning Compliance personnel and/or clerical personnel. Does related work as required.

**NOTE:** Calculators are **ALLOWED** for this exam.

**SUBJECT OF EXAMINATION: SEE ATTACHED EXPANDED SCOPE STATEMENT**

Applications and application fees must be submitted or postmarked by the last filing date stated above. Normal business hours are 8:00 am to 4:00 pm. Late applications and/or application fees will not be accepted. Candidates will be notified approximately two weeks prior to the examination date, as to the time and place of the examination. In order to assure you receive all correspondence from our office, we must have your current address on file. Email changes to: [exams@stlawco.org](mailto:exams@stlawco.org) or contact the St. Lawrence County Human Resources Department at the number listed below.

Date Published: April 13, 2021

**APPLICATIONS AND FURTHER INFORMATION**  
St. Lawrence County Human Resources Department  
48 Court Street, Canton, New York 13617-1169  
(315) 379-2210  
[www.hr.stlawco.org](http://www.hr.stlawco.org)  
(SEE REVERSE SIDE FOR GENERAL INSTRUCTIONS)

## **SITTING CONDITIONALLY FOR AN EXAMINATION**

Candidates who will receive a qualifying college degree within four (4) months after the date of this examination will be allowed to sit conditionally. The candidates' name will be withheld from certification until proof of the qualifying degree has been received by the Human Resources Department. The candidate will be required to furnish proof that they have received said degree, **no later than four (4) months after the establishment of the Eligible List** resulting from this examination. Upon receipt of said proof within the time frame so stated, the candidate will become eligible for certification.

## **SPECIAL EXAMINATION ARRANGEMENTS**

Special accommodations for handicapped candidates will be made unless such accommodations would impose an undue hardship on the Human Resources Department. Written requests specifying such accommodations should be filed with the examination application in order to allow for the necessary documentation, determination and arrangements.

## **RELIGIOUS ACCOMMODATION**

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Human Resources Department with the examination application. The candidate will be notified by the Human Resources Department of an alternate test date.

## **MILITARY COMMITMENT**

Candidates who are unable to appear on the regularly scheduled examination date due to ordered military duty should contact the Human Resources Department for information regarding their rights to an alternate test date.

## **OTHER ALTERNATE TEST DATES**

Alternate examination dates may be granted for qualifying circumstances. A request for alternate examination date must be submitted to the St. Lawrence County Human Resources Department no later than the close of business on the next business day following the examination date, whenever practicable. Any alternate examination date administration beyond the Saturday following the scheduled Saturday examination date must be reviewed with the New York State Department of Civil Service.

## **MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (CROSS FILERS)**

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 (2) 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.

## **VETERANS CREDITS**

For purpose of claiming Veterans Credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

Dec. 7, 1941 - Dec. 31, 1946	June 27, 1950 - Jan. 31, 1955	Feb. 28, 1961 - May 7, 1975
June 1, 1983 - Dec. 1, 1987	Oct. 23, 1983 - Nov. 21, 1983	Dec. 20, 1989 - Jan. 31, 1990
Aug. 2, 1990 - End of Persian Gulf Conflict		

Disabled or Non-Disabled Veterans who claim additional credits will receive information as to the filing procedure approximately 2 weeks prior to the date of the examination. (See section 6 of the application for additional information)

## **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY**

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.

## **WRITTEN EXAMINATION**

This written examination is 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 which deals with the rating of examinations will apply.

## **CONTINUOUS RECRUITMENT EXAMINATIONS**

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. A department/agency/municipality reserves the right to terminate the continuous recruitment program.

## **ELIGIBLE LISTS**

Eligible Lists will be ranked in the order of final rating, and will be established for a minimum of one year to a maximum of four years unless exhausted prior to that date. Established Eligible Lists may be extended by the Personnel Officer not to exceed four years.

## **NOTE TO CANDIDATES**

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. The use of cellular phones, smart watches, Fit Bits, Beepers, Headphones or other communication devices; devices with typewriter keyboards, 'spell-checkers', 'personal digital assistant', 'address books', 'language translators', 'dictionaries' and any similar devices are strictly prohibited. Books or other reference materials are also prohibited.

## **BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES**

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing fee. Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

*St. Lawrence County*

**EXPANDED SCOPE STATEMENT**

*Code Enforcement Officer*

*Exam Date: 06/5/2021*

*67-219*

**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 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.

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 Test" helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

