



Department of Human Resources & Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
FAX: (585) 268-9742

A NON-REFUNDABLE APPLICATION FEE OF \$15.00
MUST ACCOMPANY YOUR APPLICATION FOR EACH EXAMINATION

EXAMINATION TITLE: Zoning Enforcement Officer

NUMBER: 63199

OPEN COMPETITIVE

SALARY: Varies by agency

EXAMINATION DATE: June 22, 2019*

Applications must be received in this office by 4:00 PM May 10, 2019 or be postmarked with that date.

*Please contact this office if you do not receive your admission notice within three days of the examination date.

Vacancies: The eligible list resulting from this exam will be used to fill vacancies and all future vacancies as they occur in municipalities within Allegany County.

Candidates must have been legal residents of Allegany County and adjoining counties (Wyoming, Livingston, Steuben, Cattaraugus, McKean, and Potter Counties) for at least one month immediately preceding the date of the written examination. Preference may be given to residents of Allegany County or a political subdivision of Allegany County.

An official application form must be filed for each examination. You are responsible for completing all sections of the application. Exam number and title must be recorded on the application. INCOMPLETE APPLICATIONS MAY BE DISAPPROVED. For further information/application forms, visit our website at alleganyco.com or contact the Allegany County Civil Service Department, 7 Court Street, County Office Building, Belmont, NY 14813-1081 – Phone 585-268-9212.

ATTENTION CROSS-FILERS:

ADDITIONAL REQUIREMENT:

-If you have applied for both State and Local government examinations, you must take your examinations at the State examination center. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You will be advised by letter when and where to report for your examinations.

-If you have applied for other Local government exams, you may select which location to appear for the exams. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You must also notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your exams.

The Cross Filing Form may be found on our website at: http://www.alleganyco.com, click on Human Resources/Civil Service at the website.

MINIMUM QUALIFICATIONS EITHER:

a) Graduation from high school or possession of a comparable diploma and one (1) year experience in building construction or position requiring familiarity with building and/or zoning ordinances; or

b) Five (5) years' experience in building construction or position requiring familiarity with building and/or zoning ordinances.

Special Requirement: Valid driver's license

APPLICATION FEE: In accordance with Civil Service Law Section 50, this Civil Service Department will be collecting a fee of \$15.00 from examination applicants for each separate examination for which they apply. The \$15.00 fee applies to this examination. The required \$15.00 fee must accompany your application and must be in the form of either a money order payable to the Allegany County Treasurer or cash (exact amount only please, we cannot make change).

PERSONAL CHECKS ARE NOT ACCEPTED. As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the exam only if you are clearly qualified.

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. If you can verify eligibility for application fee waiver, 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 at the beginning of this announcement. Visit our website at alleganyco.com or contact the Allegany County Civil Service Department, 7 Court Street, Belmont, NY 14813, Phone: 585-268-9212 for the Application Fee Waiver and Certification form.

DUTIES: This is routine technical work requiring inspections of real property and building features involving authorized land usage for compliance with local zoning ordinances. General supervision is received from the appointing authority (Town Board/Village Board). Works cooperatively with other town/village officials, as appropriate. Performs 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. 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.

3. Site plan review and landscape design

These questions test for knowledge of the concepts, procedures and materials related to property development requirements and building exterior and landscape design features, and may include questions involving sidewalks, parking, soils, plantings, and zoning laws and codes, including related computations and estimates.

4. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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>

Religious Observers – Disabled Persons: If special arrangements for testing are required, please indicate this on your application form.

VETERANS OR DISABLED VETERANS desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veterans' credit is added only to the score of the exam when the passing grade of 70 or higher is attained by the candidate.

ADDITIONAL EXAMINATION CREDIT TO 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.

Use of calculators is RECOMMENDED

You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

This written exam is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

ISSUED: April 11, 2019

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This announcement is also available on the Internet at: <http://www.alleganyco.com>, click on Human Resources/Civil Service at the website.