

**Please Post Conspicuously**

**OTSEGO COUNTY ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR  
Code Inspector #88095010**

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**SALARY:** \$45,138 - \$53,368

**EXAMINATION DATE:** January 18, 2025

**LAST DATE TO FILE:** Applications must be received by the Otsego County Personnel/Civil Service Department or postmarked no later than January 2, 2025.

**VACANCIES:** The eligible list resulting from this examination will be used to fill vacancies as they occur in the Otsego County Code Enforcement Department under the jurisdiction of the Otsego County Personnel/Civil Service Department.

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**FILING FEE:** A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application. If applying online you may submit your payment online or you can **make money order** payable to County of Otsego and write the examination title(s) and examination number(s) on your money order. **PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED.**  
**NO EXCEPTIONS.** As no refunds will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. No determination of eligibility will be made prior to filing of applications.

**APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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 on the examination announcement. This form can be obtained at the Personnel/Civil Service Department or on our website at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)

**ALTERNATE TEST DATE POLICY:** Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of emergency no later than 4:30 PM on the next business day following the test. A copy of the Alternate Test Date Policy is available on the County's website at [www.otsegocountyny.gov](http://www.otsegocountyny.gov), or by calling the Personnel/Civil Service Department at 607-547-4239. ***IN NO CASE SHALL THE EXAMINATION BE GIVEN LATER THAN THE FOLLOWING SATURDAY.***

**RESIDENCY REQUIREMENT/PREFERENCE:** There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who have been residents of Otsego County for at least one month immediately preceding the scheduled date of the written examination.

**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.

**RELIGIOUS ACCOMMODATION-DISABLED PERSONS-MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Otsego County Personnel/Civil Service Department as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

**VETERAN'S CREDIT:** Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credits" accompanied by the form DD-214 prior to the establishment of the eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS DEPARTMENT. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS DEPARTMENT PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED. 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 credits.

**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 department 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.

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the inspection of building and structures in the process of construction or repair, reviewing plans and specifications and the enforcement of compliance required by the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites and vary seasonally in accordance with the building construction season. This class is distinguished from a Building/Fire Inspector, in that the work is performed under the general supervision of the Code Enforcement Officer with considerable leeway allowed to

exercise the use of independent judgment in caring out details of work along with the holding of a New York State certification as a Code Enforcement Official. Supervision may be a function of this class. Does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with an Associate's degree or higher in mechanical or construction technology or a closely related field and one (1) year of full-time experience or its part-time equivalent as a building contractor, journey level trades worker; in design of buildings; in the inspection of buildings for safety and/or compliance with codes or laws; in review of plans; or in implementation of codes, laws or ordinances; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined by the limits of (a) above; OR
- (c) An equivalent of combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENTS:**

1. Possession of certification as a code enforcement official as required by New York State Uniform Fire Prevention and Building Code Title 19, of the Official Compilation of Codes Rules and Regulations of the State of New York (NYCRR) within twelve (12) months of permanent appointment and must maintain certification throughout employment. To be a certified code enforcement official, Code Inspectors must successfully complete the required basic training (a minimum of 120 hours of basic training) and annually complete a minimum of twenty-four (24) hours of required codes training in specific areas as set forth in Part 1208 of Title 19 NYCRR and any required advanced in-service in order to maintain their certification.
2. At time of appointment and continuing throughout employment, a candidate/incumbent must possess a valid New York State Driver's License, a reliable vehicle, and an acceptable driving record in accordance to the Otsego County Acceptable Driving Record for Employment Applicants Policy.

**Notes:**

1. Degree(s) must be awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If the degree was awarded by an educational institution outside 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.
2. 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.
3. As proof of satisfactory completion of the minimum educational requirement, conditionally approved candidates are responsible for submitting appropriate documentation within twelve (12) months of taking the exam.
4. 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.
5. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**The use of Calculators is RECOMMENDED for this examination.**

**SUBJECT 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.

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>.

**PREPARATION/RATING OF EXAMINATION:** This examination will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of the New York State Civil Services Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**ADMISSION NOTICES:** Approved candidates will receive admission letters indicating the date, time, and location their exam is scheduled no later than two weeks before the scheduled exam date. It is the responsibility of the candidate to notify the Personnel/Civil Service Department of any change in name or address. No attempt will be made to locate candidates who have moved.

**CROSS-FILING:** If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518)-474-6470 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you

wish to take your examination.

**APPLICATIONS AND ANNOUNCEMENTS** may be obtained by writing or calling the Otsego County Personnel /Civil Service Department, 197 Main Street, Cooperstown, New York 13326. (607) 547-4239 or downloaded from the County's website at [www.otsegocountyny.gov](http://www.otsegocountyny.gov). **NOTICE: ONLY APPLICATIONS SUBMITTED TO THE OTSEGO COUNTY PERSONNEL DEPARTMENT WILL BE CONSIDERED FOR THIS EXAMINATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION. ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION.** A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Otsego County Personnel Department reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Otsego County Personnel Department is **NOT** responsible for lost or misdirected mail. **NOTE:** Unless otherwise specified, all required experience must be full time paid or its part time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.**

**Dated: December 9, 2024**

**OTSEGO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

**PHONE: 607-547-4239**

**[www.otsegocountyny.gov](http://www.otsegocountyny.gov)**