PLEASE POST CONSPICUOUSLY

THE CITY OF NEWBURGH
CIVIL SERVICE COMMISSION ANNOUNCES

OPEN COMPETITVE EXAMINATION NO. 61860 FOR

SANITATION ENFORCEMENT OFFICER

DATE OF EXAM
APRIL 23, 2016

LAST FILING DATE
MARCH 21, 2016

SALARY
$21.34/hourly

SANITATION ENFORCEMENT OFFICER EXAM NO. 61860: City of Newburgh Code Compliance Office, 125 Grand Street, Newburgh, NY 12550. The resulting eligible list will be used to fill any vacancies that now exist or for any future vacancies.

There is a $20.00 application filing fee for this examination. The fee is non-refundable even for disapproved applications, therefore, applicants should be sure they meet the minimum qualifications and complete the application in full. NO PERSONAL CHECKS ACCEPTED. CASH OR MONEY ORDER MADE PAYABLE TO THE CITY OF NEWBURGH ONLY. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT HIS/HER APPLICATION IS FILED WITH THE OFFICE OF THE CIVIL SERVICE COMMISSION, CITY HALL, 83 BROADWAY, NEWBURGH, NEW YORK, NOT LATER THAN MARCH 21, 2016. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF MARCH 21, 2016. (See reverse side for fee waiver information).

GENERAL STATEMENT OF DUTIES: Performs investigations of complaints and routine inspections of property to determine compliance with the City's Sanitation Ordinances and the NYS Property Maintenance Codes. Does related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:
Graduation from high school or possession of a high school equivalency diploma AND;

A. Certification as a Code Enforcement Technician issued by the NYS Department of Codes, Or;
B. One year of experience which shall have included preparing complaints, issuing tickets, conducting investigations or preparing court related documents, Or;
C. A sufficient combination of training and experience as described above.

SUBJECT OF WRITTEN EXAMINATION: The written test will be designed to test for knowledge, skills and abilities in the following areas:

1. **Evaluating information and evidence.**
2. **Preparing written material.**
3. **Understanding and interpreting written material.**

An expanded description of the subjects of the exam is available upon request at the civil service office. A written test guide for Investigators is available at www.cs.ny.gov/testing/localtestguides.cfm and at www.cityofnewburgh-ny.gov

NOTICE TO CANDIDATES: The use of a quiet, hand-held, solar or battery powered calculators is allowed. Devices with typewriter keyboards, "spell checkers", "personal digital assistants", "address books", "language translators", dictionaries, or any similar devices are prohibited.

SEE REVERSE SIDE

CROSS FILING INSTRUCTIONS: If you have applied to take any other NYS civil service exam(s) on the same date, you must make arrangements to take all the exams at one test site. You must notify all civil service agencies with whom you have filed an application of the test site at which you will appear to take your exams no later than two weeks before the exam date. If you have applied for both State and Local civil service exams, you must make arrangements to take all your exams at the State exam site by calling 518-457-7022 no later than two weeks before the exam date.

VETERAN'S CREDITS: A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, must claim these credits on the application and complete the veteran's credit application form inserted with the application. Candidates must also provide proof of war service (DD214) with the application forms.

NOTICE TO CANDIDATES:
This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination. The passing grade for this exam is 70.0.

APPLICATION FILING FEE WAIVER: A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for application fee waiver as head of 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. Any candidate applying for this waiver must complete a "Request for Application Fee Waiver and Certification" form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at www.cityofnewburgh-ny.gov.

Note to Handicapped or Disabled Candidates and Saturday Sabbath Observes: If special arrangements for testing are required, indicate so on your application form.

Application are available at the office of the Civil Service Commission, City Hall, 83 Broadway, Newburgh, NY 12550, or on-line at www.cityofnewburgh-ny.gov.

THE CITY OF NEWBURGH
AN EQUAL OPPORTUNITY EMPLOYER
www.newburgh-ny.gov

Richard Gadbois – Chairman
Thomas Murphy – Commissioner
Vera Best - Commissioner
Michelle Mills - Administrator

ISSUE DATE: February 25, 2016