

Civil Division: Towns and Villages
Jurisdictional Class: Non-Competitive (part-time)
EEO Category: Skilled Craft
Revised: 05/09/11

ZONING ENFORCEMENT OFFICER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town or village for which candidates are selected on a trainee basis. Term of the trainee appointment shall be for one (1) year, during which time the employee is required to satisfactorily complete any training program which is designed to familiarize them with the relevant laws, codes and ordinances. The work is performed under general supervision of a superior, with some leeway allowed for independent judgment. Supervision over the work of others is not a responsibility of employees in this class. Upon satisfactory completion of the designated trainee service, the trainee may be advanced to the title of Zoning Enforcement Officer. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Learns and assists in field inspections of alleged zoning violations;
Learns and assists in investigating and researching properties for zoning variances;
Learns and assists in making tax searches;
Learns and assists in issuing violations or summonses as prescribed by law and assists in reinspecting to ensure correction of violation;
Learns and assists in advising as to zoning requirements and procedures for obtaining building permits or zoning variances;
Learns and assists in maintaining records of all inspections performed, violation notices, summonses issued, and related reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to learn basic principles of building construction; ability to learn zoning laws and regulations; ability to learn to explain, interpret, and enforce compliance with zoning regulations; ability to establish and maintain effective working relationships with the public; ability to follow oral and written instructions; ability to learn to maintain records and prepare reports.

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

SPECIAL REQUIREMENT: Eligibility for the appropriate level New York State Driver's License at time of application. Possession of valid license at time of appointment. This license must be maintained throughout appointment.

Adopted: 07/11/90
Revised: 08/05/96, 05/09/11

