



Seneca County
Personnel Department

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1 DI PRONIO DRIVE
WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR
ZONING ENFORCEMENT OFFICER (PT)
***Part-time work is non-negotiable 20 hours per week or less.**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

Please enter any of the following as your response:

- Town of Fayette
- Town of Ovid
- Town of Romulus
- Town of Seneca Falls
- Town of Tyre
- Town of Varick
- Town of Waterloo
- Village of Waterloo

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

GENERAL STATEMENT OF DUTIES:

Enforces the provisions of municipal zoning ordinances; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for the inspection of new construction, building and property use for compliance with zoning ordinances. Work is performed under the general direction of a Town or Village Board.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Interprets the zoning ordinance and issues zoning permits for buildings which comply with the ordinance;

Issues mobile home zoning permits and makes monthly statements to Planning Board, Assessor and Town Clerk;

Inspects property in accordance with local zoning laws and condemns property where required;

Enforces compliance with zoning ordinances in respect to abandoned farm equipment or junk cars;

Explains and interprets the requirements of the municipal zoning law to contractors and the general public;

Investigates complaints of violations;

Makes reports to the local legislative body on inspections made and permits issued.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of local zoning ordinances; ability to read and interpret building plans and specifications; ability to explain provisions of the zoning ordinances in clear, non-technical terms; ability to establish and maintain cooperative working relationships with public officials, contractors and the general public; tact and courtesy; good powers of observation; good physical condition.