

## CONSUMER SERVICES INSPECTOR I TRAINEE

### DISTINGUISHING FEATURES OF THE CLASS:

This is a trainee position involving responsibility for learning the methods of testing weighing and measuring equipment in the County to determine its accuracy in compliance with the Agriculture and Markets Law, Rules and Regulations, and for learning the performance of consumer protection activities. Incumbents receive classroom and field training while performing duties of a limited nature under direct supervision, with gradual leeway permitted for independent work assignments. Supervision is not normally a function of the class.

### TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Receives formal classroom and field training in the New York State Agriculture and Markets Law, Rules and Regulations as they relate to weights, measures and consumer protection;
2. Assists in the inspection and testing of weighing and measuring devices for accuracy and proper operation;
3. Assists in the inspection and testing of gasoline pumps, oil trucks, platform scales, timing and linear devices, milk tanks, etc.;
4. Assists in the enforcement of New York State Agriculture and Markets Laws and Dutchess County Local Laws as they pertain to weights and measures and consumer affairs;
5. Reports conditions not in compliance with law and issues citations to violators;
6. Assists in examination and weighing of cartons and packages for illegal markings and short measures;
7. Assists in the receipt and investigation of consumer complaints, making referrals where necessary;
8. Assists Attorney General and local law enforcement officials in consumer fraud cases;
9. Assists in the supervision of field mechanics in repair and installation of equipment;
10. Assists in the completion of narrative reports of inspections, violations and ordered repairs as required by regulations;
11. Attends annual technical training schools and other conferences to keep abreast of changes in law or standards and of new equipment being used by the trade.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn Laws, Rules and Regulations governing weights and measures programs; ability to learn the practices and procedures used to inspect, test and ascertain if weighing and measuring devices are being used correctly; ability to learn and apply investigative interviewing techniques; ability to acquire skill in inspecting and testing weighing and measuring devices and systems; ability to read and interpret state laws and departmental regulations pertaining to consumer protection; mechanical aptitude and the ability to understand complex mechanical equipment, its construction, operation, repair and adjustments; ability to understand and carry out oral and written relationships with the public; ability to quickly and accurately make mathematical calculations; ability to communicate effectively both orally and in writing; integrity; physical condition commensurate with the demands of the position including the ability to lift and carry objects weighing 50 pounds.

**CONSUMER SERVICES INSPECTOR I TRAINEE** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in engineering science, mechanical technology, mathematics or a related technical field;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid work experience in one or a combination of the following;
- 1) field enforcement of weights and measures law;
  - 2) repair or inspection of weights or measuring devices;
  - 3) quality controlled package weighing and/or measuring;
  - 4) laboratory related work requiring precision weighing and measuring;
  - 5) conducting criminal, fraud, insurance, or employment background investigations or investigative reporting or similar full-time paid work experience.
- OR: (C) An equivalent combination of the training and experience as described in (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid driver's license.

This is a trainee position in the competitive class. Appointment is for a one (1) year term during which time incumbents are required to attend the New York State Weights and Measures Technical Training School and to participate in field training under the guidance of New York State Weights and Measures Specialists and higher level departmental personnel.

CE5302

ADOPTED: 11/13/85

REVISED: 12/03/87

01/04/88 (Weights and Measures Inspector Trainee)

04/13/90

01/9/13