



CIVIL DIVISION  
CLASS SPECIFICATION

CODE ENFORCEMENT CLERK

DATE ADOPTED: 05/13/2024

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves providing clerical support for a municipal code enforcement unit and basic technical advisement on the proper completion of building permits and issuing permits for situations not requiring inspections. Clerical support will include such duties as phone and email correspondence, processing vouchers, bank deposits, scanning documents and data entry. Technical advisement will include such duties as reviewing plans and surveys, verification of plots and answering general code enforcement questions. Work is performed under the supervision of higher-level administrator with leeway allowed for the exercise of independent judgment only as permitted.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides clerical support and coordination to a municipal code enforcement unit which may include building fire, and zoning inspection/administration;
2. Assists the public with general questions regarding code enforcement matters and provides direction on the proper completion of a variety of building and zoning applications;
3. Reviews plans to determine that the scope of work matches description on permit application, advises client if it does not;
4. Enters applications and certificates of occupancy into database;
5. Collects fees, issues and signs basic permits for electrical work, such as boiler and hot water heater replacements, and basic HVAC installations;
6. Schedules inspections and creates permits/certificates for inspectors to review and sign off on;
7. Reviews plans and surveys to verify compliance with zoning regulations;
8. Receives FOIL requests, collects pertinent information related to FOIL, and addresses questions;
9. Determines needs for special approvals from other agencies, contacts agencies to verify approval.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the rules for alphabetical and numerical filing;

Knowledge of the filing procedures for specific unit in which employed;

Knowledge of arithmetic to check addition and multiplication and to total numbers and dollar amounts;

Knowledge of the requirements of the local and New York State Fire Prevention and Building Code, and local zoning ordinances;

Knowledge of the concepts of zoning and land usage;

Ability to learn computer operations and appropriate software in order to produce correspondence, complete forms, and view and enter information;

Ability to read and interpret site plans, specifications and maps;

Ability to establish and maintain cooperative relationships with building contractors and the general public;

Ability to operate office equipment;



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Ability to proof and verify large quantities of records and information accurately;  
Ability to provide directions to the general public;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time office/clerical work experience which involved public contact.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year).

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:**

Candidates must successfully complete training as prescribed by the New York State Department of State Division of Building Standards and Codes. It is the responsibility of the appointing authority to ensure that employees complete the prescribed minimum basic code enforcement training within the applicable period established, as well as required annual in-service training. For further information on these requirements, visit <https://dos.ny.gov/building-standards-and-codes>.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION:** Competitive

**REVISION HISTORY:**