

CODE ENFORCEMENT OFFICER II (OC)
NYS #60027640 RC/EL #26106010

Examination to be Held: December 19, 2026; Last Filing Date: November 9, 2026

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

POSITION EXISTS IN: Town of Clarkstown, Town of Orangetown, Town of Ramapo, Village of Airmont, Village of Chestnut Ridge, Village of Hillburn, Village of Nyack, Village of Spring Valley and Village of Suffern.

Some of the agencies listed above may not have vacancies or be filling their vacancies at this time.

An open-competitive and promotional examination will be held on the same day. Eligible candidates may apply for both by submitting a separate application for each. Vacancies will first be filled from the promotional list; once that list is exhausted, the open-competitive list will be used to fill vacancies for at least one year from the date the list is established.

RESIDENCY REQUIREMENT: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$68,200 annually for a 35-hour workweek with the Town of Orangetown. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is work involving responsibility for performing inspections to ensure compliance with local and state codes, laws and ordinances and for taking action to address violations. Supervision is received from a Code Enforcement Officer III or the municipality's designated code enforcement administrator. Does related work as required.

When completing the application, you must include the dates of employment, hours worked per week, job title, and primary duties for each position. Be specific—vague information will not be accepted. Incomplete applications or documentation may result in disqualification.

MINIMUM QUALIFICATIONS: At the time of examination, you must have:

1. Graduation from high school or possession of an equivalency diploma and two (2) years of paid work experience involving building construction, work in a building trade or in a position requiring familiarity with municipal codes and ordinances; or
2. An Associate's degree or higher in Building Technology, Architecture, Engineering Technology or comparable degree.

SPECIAL REQUIREMENTS:

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-servicing training.
2. Possession of a valid driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.

CODE ENFORCEMENT OFFICER II (OC) #60027640 (CONTINUED)

TRANSCRIPTS: College transcripts must be sent directly by the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us **no later than two (2) months after the last filing date**. Student transcripts are not accepted. Failure to meet this deadline may result in application disapproval and/or disqualification from an eligible list. Degrees and/or college credits must be awarded from a college or university accredited by a regional, national, or specialized accrediting agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were earned outside the United States or its territories, you must submit an independent equivalency evaluation. Candidates are responsible for all evaluation fees. Information on foreign education evaluations, including a list of approved evaluation services, is available here:

<https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>

ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS: According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel **no later than two (2) weeks prior to the exam date**. Failure to meet this deadline may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. Deadlines are subject to change with notice from the Rockland County Department of Personnel.

SUBJECT OF WRITTEN EXAMINATION:

1. **Inspection Procedures and Principles** – These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects; including proper adherence to plans and codes; dealing with residents, owners, and contractors; and inspection record keeping.
2. **Building Construction and Rehabilitation** – These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.
3. **Understanding and Interpreting Building Plans and Requirements** – These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.
4. **Understanding and Interpreting Codes and Ordinances** – These questions test for the ability to read and analyze various codes and requirements. Candidates will be provided with written selections related to code provisions (mainly dealing with zoning, housing and property management issues) and will be asked questions based on those reading passages. All the information needed to answer the questions will be presented in the written selections. Candidates will not be required to have any special knowledge related to the content areas covered in the reading selections.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

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