



"History's Hometown"

CITY OF AUBURN

Civil Service Commission

Issued: September 8, 2025

**CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021**

Announcement of promotional

SENIOR CODE ENFORCEMENT OFFICER

EXAMINATION #70-020-470

EXAMINATION DATE: December 13, 2025
LAST FILING DATE: November 13, 2025
APPLICATIONS MUST BE POSTMARKED
NO LATER THAN: November 13, 2025

SALARY: \$62,698 - \$89,239

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or related field and two (2) years of experience as a building contractor, or journey level trades worker or in the design of buildings or in the inspection of buildings for safety and/or compliance with codes, one (1) year of which must have been in a supervisory capacity; or
2. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (a), one (1) year of which must have been in a supervisory capacity; or
3. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Candidates must be permanently employed in the competitive class in the City of Auburn and must have served on a permanent basis for 24 months as a Code Enforcement Officer.

NOTE: PROOF OF EDUCATION MUST ACCOMPANY YOUR APPLICATION.

VACANCY:

The eligible list established as a result of this examination will be used to fill vacancies as they occur.

RESIDENCY REQUIREMENT FOR EXAM:

None.

RESIDENCY REQUIREMENT FOR APPOINTMENT:

Employees of the City shall live within a thirty-five (35) mile radius from the City limits.

APPLICATION FEE:

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Send Check or Money Order payable to the **CITY TREASURER**

Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

Pay online here: <https://pay.xpress-pay.com/org/A4565D4541A1475>

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

BACKGROUND INVESTIGATION:

Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for overseeing the enforcement of activities required for compliance with the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The work is performed under the general direction of the Fire Chief with leeway allowed for the use of independent judgement in carrying out details of the work. This class differs from that of Code Enforcement Officer in the scope and complexity of projects assigned and supervisory responsibilities. Supervision may be exercised over Code Enforcement Officers. Does related work as required.

SUBJECT OF EXAMINATION:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

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 building plans and requirements

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.

5. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

CALCULATOR:

Use of calculators is **RECOMMENDED** for this exam. Devices with typewriter keyboards, 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators', 'Dictionaries', or any similar devices are prohibited. Cell phones are not allowed in the examination room.

MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

RELIGIOUS OBSERVER:

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

SPECIAL ACCOMMODATIONS:

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

MILITARY/ACTIVE DUTY:

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

VETERANS CREDITS:

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

HOW TO APPLY:

Apply online here: <https://auburn-portal.mycivilservice.com>

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$1.34 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall, Room 208
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job opportunities.

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the “Application for Examination” will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

SENIORITY CREDITS:

Seniority credits will be added according to the schedule attached to this announcement.

SCHEDULE FOR COMPUTING SENIORITY

One point for each creditable five –year period

Less than 1 year	NO points
1 year to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

Up to 5 points max

Auburn Civil Service Commission:

John C. Hardy
Mikel E. Zank
Christina Tomasso

An equal opportunity employer