



**STEUBEN COUNTY**  
DEPARTMENT OF PERSONNEL AND CIVIL SERVICE  
County Office Building, Room 210  
3 East Pulteney Square  
Bath, NY 14810-1510

(607) 664-2345, phn  
(607) 664-2164, fax  
[www.steubencony.org](http://www.steubencony.org)  
[personnel@co.steuben.ny.us](mailto:personnel@co.steuben.ny.us)

**INSTRUCTIONS FOR COMPLETING THE “NEW POSITION DUTIES STATEMENT”**

This form asks for detailed information about the specific duties and responsibilities of the position you wish to create. The information you provide will allow the Personnel Department to classify the position properly. Please tell us everything you know about this job. Be honest and candid.

- Civil Division: County, City, School District, Special District, Town, or Village** List the name of your jurisdiction.  
**Department, division, unit, or work section** Indicate the specific division, etc., if applicable.  
**Location of position** Indicate if a more specific location is applicable, such as building, etc.
- Description of duties** *This is the most important part of the form.* Make your answer clear and complete so that anyone reading the description will have a clear idea of the work done. Describe the most important or time-consuming duties first. In the left column, estimate how the total work time is divided. If you are not sure, estimate as closely as possible.  
  
General expressions such as “clerical work” or “mechanical work” are not descriptive enough. If the work involves filing, describe the kind of filing done, the items filed, where, and under what conditions. Be as specific and definite as you can.
- Names and titles of persons supervising this position** Enter the person or persons who are next in line above this position in authority and responsibility for the work that is done. This is the person to whom this position ordinarily reports. Enter the person’s title and the type of supervision exercised.
- Names and titles of persons supervised by employee in this position** Do not say that the position is responsible for supervising others unless the person will have authority to assign and direct the work of others or will have disciplinary control over others. Explain what type of supervision is exercised.
- Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position** Enter the names and titles of employees, if applicable. Please specify work location. If this is a unique position, leave this section blank.
- What minimum qualifications do you think should be required for this position?** Indicate the education, experience, and essential knowledges, skills, and abilities needed to perform the duties of the position. The qualifications should be *job-related* and *entrance level* qualifications rather than desired after years of experience on the job. If licensure or certification is required, please indicate.
- The above statements are accurate and complete.** This statement should be signed *by the appointing authority* of the jurisdiction or other authorized individual. **Mail an original signed hardcopy of this form to us at this point.**
- Certificate of Steuben County Personnel Officer** This will indicate the appropriate civil service title for the position and will be signed by the Personnel Officer. A copy of this form will be forwarded to the issuing appointing authority.

**Civil Service Law: Section 22  
Certification for new positions**

Before any new positions in the service of a civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position. Any such new position shall be created only with the title approved and certified by the commission.

**STEUBEN COUNTY**

Department of Personnel and Civil Service  
3 East Pulteney Square  
Bath, New York 14810-1510  
Phn: (607) 664-2345



**NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position: Prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward the completed form to our office.

1. Civil Division	Department, Division, Unit, or Work section	Location of Position
Town of Corning	PT-Code Enforcement	Town of Corning

2. Description of Duties	Describe the work in sufficient detail to give a clear word picture of the job.
Percent of work time  <b>100</b>	Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the column at left, estimate how the total working time is divided.  Reviews and approves plans and specification submitted with Building Permit applications for compliance with New York Stet Uniform Fire Prevention and Building Code, any applicable local building codes and ordinances and any other applicable local building codes and ordinances where applicable zoning ordinances prior to issuing permits. Issues building permits, applications for building permits, certificates of occupancy vilation notices and appeal forms, Denies issuance of building permits where appropriate and explains reasons for denial, Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirmenets of applicable laws and ordinances; Explains the requirements of all applicable laws and ordinances to building contractors and the general public within the framework allowed by certification; secures necessary safeguards during construction or reconstruction and provides for removal of ollegal or unsafe conditions; orders unsafe conditions in existing structres to be removed and arranges for condemnation notices to owners and builders ofr improper or hazardous structures; inspects existing buildings and structures to ensure their conformity with safety standards Investigates complaints and assists in prosecuting violations of New York State nuiform Fire Prevention and building codes, and any applicable building codes and ordinances and where applicable zoning ordinances. Maintain information records about cases actions taken, and decisions reached. prepares monthly reports of buildings and structures erected or altered of permits issued of fees collected and estimated costs of work covered by such permits and other information and statistics for presentation to the local governing body, Attends meetings of the local legislative body and participates in code-enforcement related meetings, workshopsm, trainings, and conferences, obtaining the yearly required training and presenting the legislative body administrator with proof of such training completeion, Maintains cooperative relationships with various planning agencies and officials and State agencies such as New York State Department of Health and Environmental Conservation.

100 % total

*continued on next page*

**14.50**

NUMBER OF HOURS OF WORK PER WEEK

FULL TIME  
 PART TIME

**PT CODE ENFORCEMENT OFFICER**

DO YOU HAVE A SUGGESTION FOR THE TITLE?

<b>3. Names and titles of persons supervising this position</b>		
Name <u>Kimberly A. Feehan</u>	Title <u>Supervisor</u>	Type of Supervision (general, direct, administrative, etc.) <u>General, Direct, Administrative</u>
<b>4. Names and titles of persons supervised by the employee in this position</b>		
Name	Title	Type of Supervision (general, direct, administrative, etc.)
<b>5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position</b>		
Name <u>Danielle Salley</u>	Title <u>FT Cpde Enforcement(Provisional</u>	Location of Position <u>Town of Corning</u>
<b>6. What minimum qualifications do you think should be required for this position?</b>		
Education: <input checked="" type="checkbox"/> <u>High School</u> _____ years, or <input checked="" type="checkbox"/> <u>General Equivalency Diploma (GED)</u>		
<input checked="" type="checkbox"/> <u>College</u> <u>2</u> years, with specialization in <u>Associates Degree or higher</u>		
<input checked="" type="checkbox"/> <u>Other</u> <u>2</u> years, with specialization in <u>Two years of Active work as a NYS Certified CEO</u>		
Experience (list amount and type) <u>Minimum of two years experience as NYS Certified CEO</u>		
Essential knowledges, skills and abilities		
Type of license or certificate required <u>Possession of NYS Code Enforcement Training Certificate issued by NY pursuant to Part 434-5 of Titla 19 NYCRR.</u>		
<b>7. The above statements are accurate and complete.</b>		
Supervisor _____	Signature _____	Date <u>1 / 10 / 2013</u>
Title _____		
❖❖❖ <b>Mail an <u>original signed hardcopy</u> of this form to Steuben County at this point.</b> ❖❖❖		

**↪ CERTIFICATE OF PERSONNEL OFFICER**

<b>8. In accordance with the provisions of Civil Service Law, Section 22, the Steuben County Personnel Officer certifies that the appropriate civil service title and jurisdictional classification for the position described is</b>		
Position title _____		
Classification _____	Signature of Personnel Officer _____	Date _____

**↪ ACTION TAKEN BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY**

<b>9. Creation of described position</b>		
<input type="checkbox"/> <u>Approved</u>		
<input type="checkbox"/> <u>Disapproved</u>		
Signature _____		Date _____
❖❖❖ <b>RETURN ONE COMPLETED COPY TO THE STEUBEN COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE.</b> ❖❖❖		