

**The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For**

Building Inspector Aide – Gr. 8



APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATION NO: BI097	SALARY:	PT - Entry: \$18.03	FT - Entry:	\$32,813
			1 yr:	\$34,636
			2 yr:	\$36,459

Please contact the Civil Service Department at (518)783-2721 for the next anticipated exam date.

APPLICATION FEE: A fee of \$30.00 (thirty dollars) is required for this examination, and a check or money order made out to the Town of Colonie must accompany each application. Note exam number on check or money order (see explanation on page 3).

VACANCIES: At any given time there may, or may not, be vacancies for the position of Building Inspector Aide. However, the eligible list established as a result of this examination will be used to fill this position as they occur in the Building Department.

RESIDENCY: Candidates must be, at the time of examination and for at least four months immediately preceding the date of the written test, and continuously until date of certification for appointment, legal residents of the Town of Colonie.

DESCRIPTION OF POSITION: A Building Inspector Aide assists the Building Inspectors or Senior Building Inspectors in the performance of their duties. Building Inspector Aides perform routine, not professional, tasks allowing the Inspectors to perform the professional duties required of their position. Does related work as required.

MINIMUM QUALIFICATIONS: High school graduate and one year of experience in building construction or related field; OR Two years of college study; OR an equivalent combination of training and experience.

SUBJECT OF EXAMINATION: The written test will cover knowledge, skills and/or abilities in such areas as:

- 1) **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS**
- 2) **ALPHABETIZING**
(Calculators are recommended)

NOTE: A copy of the "Guide to Taking the Written Test For Entry Level Clerical Series" is available in our office. You may pick one up, or download a copy from our web site.

THE PERSONNEL OFFICER RESERVES THE RIGHT TO TERMINATE THIS CONTINUOUS RECRUITMENT PROGRAM AND RE-ESTABLISH THE PERIODIC, ANNOUNCED-DATE TYPE OF EXAMINATION.

SEE "GENERAL INSTRUCTIONS"

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, (mailing addr: PO Box 508), Newtonville, New York 12128-0508 - Telephone 783-2721 OR via the Internet at www.colonie.org (Civil Service Dept) where applications and study guides can be viewed and downloaded from the web site.

SPECIAL NOTE: This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

Michael M. Burick
Personnel Officer
Town of Colonie
September 1, 2010

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER