

ASSISTANT INSPECTOR OF WEIGHTS & MEASURES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision, an incumbent of this class learns about, and trains and assists in performing inspections of various commercial weighing and measuring devices by working with other members of the Department of Consumer Protection's inspection team. This is an entry-level position and training ground for the Staff Assistant (Weights and Measures) title; however advancement depends upon position availability, the assignment of more complex duties, and independence of action. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the inspection of weighing and measuring devices in retail stores, meters for retail sale of gasoline; meters for measuring petroleum products for home and bulk sales and hopper scales for sale of bulk materials such as sand, blacktop, cement, and coal;

Participates in condemnation of all inspected devices as required and refers cases of apparent fraud to colleagues for review by the County Sealer or Deputy for further action;

Assists in the inspection of scales used in County institutions, in the Bureau of Purchase and Supply, and in public schools;

Assists in the preparation of records of inspections completed and documents the nature of the action taken in the division records;

Weights food commodities and enforces New York State label regulations;

Operates the appropriate measuring device to test the flow rate of oil meters and gasoline pumps;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of methods used in keeping records; good knowledge of business arithmetic; ability to understand and carry out oral and written instructions; ability to get along well with others; attention to detail; alertness; ability to meet and deal effectively with people and secure their cooperation; ability to lift weights of at least 50 lb.; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; mechanical aptitude; willingness to work irregular hours; integrity; good judgment; freedom from allergic reaction to petroleum fumes; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and three years of general work experience, one year of which must have involved inspection functions and/or the processing of building or homeowner permits.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted for one year of the general experience; there is no substitution for the specialized experience.

*NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary degree-granting institution.

SPECIAL REQUIREMENT: Candidates must possess a valid New York State Class Driver's license.