

INSPECTOR OF WEIGHTS AND MEASURES TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent in this position is trained in the laws, and inspection and investigation procedures involved in consumer protection activities. An incumbent of this position is a peace officer and, as such, has power to enter any premises stipulated by law and to issue summonses for violations of consumer protection regulations. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Inspector of Weights and Measures without further examination. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Attends training sessions for orientation to consumer protection laws and procedures, as well as Weights and Measures laws and procedures;

Assists in the conduct of periodic field inspections and investigates consumer complaints relating to the County Consumer Code, and the New York State Agriculture and Market Law;

Assists in inspecting, testing and ascertaining whether weights, measures or weighing and measuring devices are accurate and being used correctly;

Assists in sealing or condemning all inspected devices as required;

Assists in interviewing vendors, and gathers information concerning alleged violations; assists in preparing reports on same;

Assists in issuing notices of violation and warning to retailers for violations of the Agriculture and Market Law and County Consumer Code or notice to appear for court action or for hearing;

Assists in the recording of data concerning inspection and investigation activities;

Assists in preparing daily and monthly reports of activities;

Assists in answering consumers' complaints concerning County and State consumer protection regulations both orally and in writing;

Assists in checking the accuracy of scales used in County institutions, Bureau of Purchase and Supply, and public schools or in any municipality in the County as directed;

Keeps abreast of updated rulings and laws dealing with consumer affairs;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the principals and practices of the County consumer protection agency; ability to lift, carry and hold testing equipment weighing fifty pounds (50 lbs.); ability to meet and deal with people effectively and to secure their cooperation; ability to research and evaluate information on an objective basis; ability to prepare records and reports of activities; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential of the position; good judgment; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) one year of experience where the primary function was in the sale of consumer commodities† and/or in the investigation and handling of consumer complaints; or (b) one year of experience where the primary function was in the use, maintenance, sale or inspection of weighing and measuring devices, field enforcement of weights and measures, package weighing and control, or laboratory work requiring precision weighing and measuring.

†In this case, consumer commodities shall be defined as goods that are sold by retail merchants and are intended to be used by consumers primarily for personal, household or family use or consumption.

SUBSTITUTION: Satisfactory completion of 30 credits* with major coursework in the physical sciences**, engineering, electronics sciences***, mechanical technology and/or mathematics**** may be substituted for the one year of experience.

**Physical sciences include chemistry (inorganic chemistry, organic chemistry, biochemistry), earth science (meteorology, astronomy, geology), and physics.

***Electronic sciences do not include course work in electricity; electricity is a science that deals with the laws of electricity, while electronics is a branch of physics that deals with the emission, behavior, and effects of electrons (in tubes and transistors) and with electronic devices.

****Mathematics includes course work in accounting, economics, etc., provided the primary focus of the course is the manipulation of numbers.

SPECIAL NOTE: Pursuant to New York State Public Officers Law, candidates at time of appointment, must:

1. Be a citizen of the United States.
2. Be a resident of New York State. (Residency must be maintained throughout employment).

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL 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.