

STAFF ASSISTANT (WEIGHTS AND MEASURES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for making periodic inspections and investigating consumer complaints concerning business establishment practices related to provisions of the County Consumer Code, and the weights and measures provisions of the Agriculture and Markets Law. An incumbent of this position is a peace officer and as such has the power to enter any premises stipulated by law and to issue summonses for violations of consumer protection regulations. While supervision is not a responsibility of this class, guidance and instruction may be provided to office support staff as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts periodic field inspections and investigates consumer complaints relating to the County Consumer Code, County Gasoline Price Sign Law, and the New York State Agriculture and Market Law;

Inspects, tests and determines whether weights, measures or weighing and measuring devices are accurate and being used correctly;

Seals or condemns all inspected devices as required;

Interviews vendors and gathers information concerning alleged violations; prepares reports on same;

Issues notice of violation and warning to retailers for violation of the Agriculture and Market Law and County Consumer Code or notice to appear for court action or for hearing;

Records and maintains data concerning inspection and investigation activities; prepares daily and monthly reports on same;

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

Answers consumer complaints concerning County and State consumer protection regulations both orally and in writing;

Appears in civil and criminal proceedings as a representative of the Office of Consumer Protection;

Testifies at hearings for violations of the County Consumer Code;

Supervises volunteers in the office in responding to consumer questions relating to the County Consumer Code, and New York State weights and measures regulations;

Enforces County Consumer Protection Code Licensing regulations;

Performs document review, background checks and investigates license applicants when required;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

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

Talks to civic groups and other organizations on the work of the Director/Sealer's Office and how it helps consumers;

Assists in Consumer Outreach Programs;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the provisions of the County Consumer Code and the County Gasoline Price Sign Law; knowledge of the principles and practices involved in the operation of a County consumer protection agency; knowledge of the construction and operation of various types of weighing and measuring devices in common use and the weights and measures provision of the New York State Agriculture and Markets Law; ability to supervise the work of volunteers; 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 duties of the position; good judgment; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and either: (a) two years 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) two years 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.

SUBSTITUTIONS: Satisfactory completion of 30 credits* at a recognized college or university with major coursework in physical sciences*, engineering sciences, electronics sciences**, mechanical technology and/or mathematics*** may be substituted for each year of experience.

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

SUBSTITUTIONS: (Cont'd)

**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.

*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.