

JEFFERSON COUNTY

JOB DESCRIPTION

JOB CLASSIFICATION: Code Enforcement Officer

JOB CATEGORY: Enforcement Compliance Officer

DEPARTMENT: Code Enforcement

PAY GRADE: 124

PAY RANGE: \$38,048.00 - \$60,876.79

JOB DESCRIPTION: Working under the supervision of the Department Director, the Code Enforcement Officer performs specialized, formal complaint driven field and office work investigating and enforcing codes and ordinances dealing with the natural and urban jurisdiction; investigates situations for regulatory violations, verifies compliance or non-compliance, and drafts and delivers fine citations; provides assistance and education to the public on ordinance compliance requirements.

DUTIES AND RESPONSIBILITIES:

1. Performs dispatch responsibilities concerning formal complaints and daily complaints;
2. Inspects lots and acreage, researches and locates property by legal description, verifies compliance with ordinances, advises owner of non-compliance and correction process, and establishes legal ownership of property;
3. Coordinates re-inspection of properties to ensure violation correction;
4. Analyzes structural and related components of existing dwellings, investigates complaints, prepares reports, and makes recommendations for the correction or demolition of structures;
5. Prepares and delivers fine citations and appears in court as a witness;
6. Gathers information from various sources to aid in cost analysis on rehabilitation feasibility of condemned dwellings;
7. Enforces zoning regulations, identifies regulations violated, notifies owners, and verifies compliance or non-compliance;
8. Investigates illegal dumping and the accumulation of trash, used materials, abandoned or inoperative vehicles, and discarded appliances;
9. Provides technical assistance and information regarding code violation problems, prepares daily inspection reports, and recommends appropriate actions to be taken;
10. Assists in the training of new officers;
11. Attends community events, meetings, or commission hearings;
12. Performs other related job duties as assigned.
13. Interact with clients, vendors, and visitors in a professional manner.
14. Answer telephones and transfer to appropriate staff member.

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DUTIES AND RESPONSIBILITIES Continued:

15. Open, sort and distribute incoming correspondence, including faxes and email.
16. Prepare responses to correspondence containing routine inquiries.
17. Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing, and filing.
18. File and retrieve organizational documents, records, and reports.
19. Other duties as assigned by Department Director.

KNOWLEDGE SKILLS AND ABILITIES:

1. Computer literate.
2. Good writing, analytical and problem-solving skills.
3. Knowledge of principles and practices of organization, planning, records management, and general administration.
4. Ability to communicate effectively.
5. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers, and facsimile machines.
6. Ability to follow oral and written instructions. Ability to apply computer applications and software;
7. Ability to acquire working knowledge of related codes, ordinances, and procedures;
8. Ability to conduct field inspections, determine facts through investigation, and read legal descriptions, maps, and construction drawings;
9. Ability to effectively communicate and interact with the general public and enforce regulations firmly, tactfully, and impartially.

MINIMUM QUALIFICATIONS:

1. Three (3) years of experience in regulatory compliance and enforcement, law enforcement, or a related field; or a Bachelor's degree with course work in law enforcement, criminal justice, natural sciences, public administration, or a related field and one (1) year of experience as described above; or an equivalent combination of education, training, and/or experience.
2. Florida Driver's License or Florida Commercial Driver's License.
3. Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
4. Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement.
5. Other knowledge, skills, abilities, and credentials required for a specific position
6. Must be computer literate.
7. Knowledge of the basic principles and practices of bookkeeping.
8. Ability to work well either alone or as part of the team.