



CODE ENFORCEMENT OFFICER

Classification #: 369
FLSA: Non-Exempt
EEOC: 4

GENERAL STATEMENT OF DUTIES:

Performs field investigations and inspection duties to assist in the development of effective code enforcement programs. May perform special assignments or projects as assigned by the Sheriff or designee. Performs other related duties as required.

SUPERVISION RECEIVED:

Works under the general supervision of the Sheriff, Community Relations Lieutenant or designee who assigns work, establishes goals and reviews the results obtained for overall effectiveness through the analysis of performance, reports and conferences.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of positions in this classification. However, may exercise lead direction over new or temporary Code Enforcement Officers.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following.)

1. Interprets nuisance abatement (high grass, noxious weeds, noise, abandoned vehicles, etc.), wrecking yard, right-of-way, and land use zoning regulations/statutes as they pertain to related enforcement activities. Provides information on these regulations to the general public and other agencies in oral and written form.
2. Meets with alleged violators of ordinances and attempts to achieve compliance. Responds to citizen complaints about violations. Serves as contact person between the County and wrecking yard businesses and concerned citizens in an attempt to resolve complaints.
3. Prepares correspondence and documentation of specific violations. Researches deeds, car ownerships, tax records or other legal documents in relation to enforcement complaints.
4. Acts as liaison between the community and the Sheriff's Office on right-of-way, land use and nuisance violations. May represent department at community events as assigned. Will communicate concerns with supervisor/chain of command.
5. Appears in court and represents the County before the Justice Court or as a witness; consults with legal council as necessary.
6. Maintains accurate records of the type and number of actions being processed; provides written reports at regular intervals.
7. Participates in community meetings and professional groups, task forces and committees as necessary.

8. Inputs case data into the PermitsPlus Computer program. Uses PermitsPlus and other network computer systems for data input and retrieval for situs information, permit history, land use status, ownership information, etc.
9. May assume lead worker responsibilities including participating in the hiring process: coordinating, scheduling and conducting training when required; and assigning and reviewing work and work schedules of other enforcement officers; and contributing to performance related information for employee performance evaluations.

RECRUITING REQUIREMENTS**KNOWLEDGE, SKILL AND ABILITY:**

Some positions may require knowledge of County enforcement ordinances, state statutes and any other regulations that serve as authority for enforcement actions; ability to work with the public to obtain compliance through persuasion and reason, rather than coercion; ability to maintain effective relationships with team members, other agencies and the public; ability to effectively communicate in both oral and written form; ability to deal with citizens and public officials under conditions requiring tact and good judgment and effectively enforce, in a firm but courteous manner, the County's position on compliance while dealing with a sometimes angry and hostile public; ability to maintain confidentiality on sensitive issues; ability to wear a uniform appropriately.

EXPERIENCE AND TRAINING:

1. Two (2) years college course work in planning, environmental science, sanitation or health, law enforcement, or a related field; **AND**
2. Two (2) years experience working with the public in areas that relate to ordinance enforcement, planning, building and land use inspection, environmental health and science or closely related field; **OR**
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record.
2. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.

Adopted: 5/87

Revised: 11/94; 6/04; 4/08; 11/10

MR: 6/04; 11/10

Re-titled: 6/12

Re-established: 6/94