

**CODE ENFORCEMENT OFFICER**

**Class Code: 362**

**Range: E/20**

**Definition:** Under direction, to conduct field investigations of development activities and complaints; to ensure compliance with state and local planning and related codes and ordinances; and to assist and provide clarification of policies and procedures to the public, law enforcement agencies and other affected parties as required.

**Distinguishing Features:** This is a professional journey level class. Incumbents perform a full range of complex analytical tasks and work under direction within a framework of established procedures. This job class requires the ability to understand and effectively interpret applicable codes and ordinances as well as the ability to perform enforcement activities in a helpful and positive manner. The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee.

**Examples Of Essential Position Duties:**

*The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.*

- Receive and investigate citizen complaints of state and local code and ordinance violations.
- Interview complainants, witnesses and defendants; evaluate statements made; prepare written reports.
- Inspect altered and repaired construction for adherence to permit requirements.
- Review a variety of permits, court orders, assessment records, statutes, maps and ordinances; determine code compliance.
- Issue warnings and citations as appropriate; prepare and send notices to violators.
- Contact contractors/builders to ensure required inspections are conducted.
- Schedule and conduct follow up inspections for code compliance; record changes made.
- Respond to public inquiries; explain policies and procedures.
- Consult and network with law enforcement and other public agencies and departments;; gain cooperation and support for enforcement activities.
- Organize and track cases; prepare and maintain a variety of records, reports, and logs; record actions taken, citations issued, dispositions and inter-agency response status.
- Compile facts, statements, files and records; prepare materials for legal actions and civil processes.
- Compose and prepare a variety of written materials including correspondence, affidavits and related documents.
- Serve as witness in court concerning observed code violations.

**Auxiliary Duties:**

*The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.*

- File completed paperwork.
- Perform other related duties as assigned.

**Qualifications:**

**Minimum Qualifications:** Graduation from an accredited high school or successful completion of the General Educational Development (GED) test. Three years prior work experience in the field of community development, planning, zoning, code enforcement, law enforcement, or related field, with extensive public contact. One year experience with public entity preferred.

**Knowledge, Skills, and Abilities:** Position requires knowledge of basic principles and techniques of investigation; pertinent state and local planning codes and ordinances; land development procedures; construction and trades practices and procedures; civil code, and rules of evidence and court procedures. Ability to read, interpret and apply a variety of written materials including statutes, codes, ordinances, maps, policies and procedures; obtain and accurately analyze needed information and evidence through observation, review of facts and materials and interviews; prepare and maintain a variety of written materials, logs and records including correspondences and reports; establish and maintain cooperative working relationships with those contacted in the course of work; use basic arithmetic to calculate volume, area, distance, span, limitations and other calculations related to assigned work; make oral presentations; prioritize work to meet established deadlines; use a variety of office machines, tools and equipment including staple gun, screwdriver, camera, film and measuring tape; and interpret and explain department policies and procedures as necessary.

**Special Requirements:** *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to perform on-site field appraisals including exertion of a moderate amount of physical effort; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements such as filing, data entry and/or use of calculators, ten-key adding machines or other office equipment or supplies; requires the ability to operate a motor vehicle.

**License or Certificate:** Possession of a current, appropriate Oregon driver's license and a good driving record.

*Revised 10/09*