

## **CODE ENFORCEMENT OFFICER**

### **JOB PURPOSE AND SUMMARY**

Performs duties related to the enforcement of County codes and regulations in an officer or coordinator capacity. Responsibilities and duties include, but are not limited to, conducting field investigations, communicating with citizens, gathering pertinent information, preparing written reports, analyzing and interpreting the applicable code, determining appropriate enforcement action and pursuing legal remedies through the appeal hearings process. Contacts occasionally are adversarial in nature and the employee must use skill and judgement to resolve both technical and interpersonal problems in code compliance.

Employees in this position receive direction from the Code Enforcement Manager.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Performs field inspections to identify code violations; assists citizens by explaining County codes, regulations and requirements.
- Communicates with a diverse range of people who are often adversarial in nature to obtain compliance with designated code violations. Enforcement could include violation letters, Notice and Orders, STOP WORK orders, citations and the placement of liens upon property.
- Coordinates with other departments and agencies to achieve consistency and predictability in code interpretations and compliance actions.
- Prepares case documentation; researches records and legal descriptions; confirms facts and establishes written and pictorial evidence to confirm alleged violations.
- Prepares required reports; presents reports and evidence at Hearings Examiners Appeal Hearings and court trials.
- Determines what enforcement action follow-up is necessary to achieve compliance and assigns clerical staff to prepare the related code enforcement documents.
- Meets with individuals and various citizen groups to discuss code violations, explain intent of codes and work to gain compliance.
- Participates in the review and development of amendments to County codes.

**QUALIFICATIONS**

- High school or vocational school graduation or GED certificate.
- Two years of related field experience in planning, zoning or building code enforcement, including direct contact with the public.
- OR -
- Three years of related experience conducting code violation investigations within a local government planning/community development office or department.
- OR -
- Any combination of education or experience that provides the desirable skills, knowledge and abilities equal to three years.
- Current building inspector certification may be a requirement for certain positions in this classification.
- Must possess, or have ability to obtain, a valid driver’s license at the time of hire.

**CONTINUING QUALIFICATIONS FOR  
CODE ENFORCEMENT OFFICER JOB FAMILY**

- The Code Enforcement Officer must obtain AACE Zoning Inspector or Building Code Inspector certification within two years of hire date.

An incumbent who fails to obtain one of the certifications desired within the designated time frame will be considered “below expectations” in performance and will be subject to corrective action and/or discipline, including termination, for failure to achieve performance standards.

**Knowledge of...** legal process, enforcement of codes, laws and regulations pertaining to building construction, Clark County zoning ordinances and nuisance ordinance; conflict management and resolution techniques; governmental regulations, policies and procedures; principles and practice of communications.

**Ability to...** communicate technical information and requirements in a clear and accurate fashion both verbally and in writing; develop and maintain effective working relationships with associates, management personnel, and the general public; apply discretion, judgement and organizational skills to a variety of projects, assignments and situations; good public speaking skills required to conduct hearings in a comprehensive manner; ability to elicit voluntary compliance with County codes and regulations; and work independently. Field inspections require the physical ability to climb, hike and walk in all types of terrain for some distance. Operate automobile safely.

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