

**MONROE COUNTY
JOB DESCRIPTION**

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| JOB TITLE: Code Enforcement Clerk | FLSA STATUS: Non-Exempt |
| DEPARTMENT: Zoning | SALARY GRADE/LEVEL/RANGE: |
| REPORTS TO: Zoning Administrator | DATE: |

JOB SUMMARY: The Code Enforcement Clerk, hereafter referred to as Clerk, under general supervision, performs a variety of technical duties in support of Monroe County’s local code enforcement; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, and other matters of public concern; and serves as a resource and provides information on County regulations to property owners, residents, businesses, the general public, and other County departments. The Clerk assists with building inspections and performs various office duties.

A position description is written to describe work to be performed by a fully qualified employee (i.e. an individual who possesses the knowledge, skills & experience required by the position). A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities & skills within a reasonable period of time.

REPORTING RELATIONSHIPS: This position does not have supervisory responsibilities.

DUTIES & ESSENTIAL JOB FUNCTIONS:

- a. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of County zoning and other related codes and ordinances; assess possible violations; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- b. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- c. Authorized to issue “Condemned for Occupation” orders for property that does not comply with County building codes and notifies State’s Attorney of condemnation orders for their subsequent action.
- d. Prepare evidence in support of legal actions taken by the County; appear in court as necessary; testify at hearings and in court proceedings as required.
- e. Attend and/or assist Zoning Administrator with board presentations, including evening meetings, and serve as a resource to other County departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain zoning codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- f. Recommend procedures or equipment or software upgrades to increase data accessibility or ease of use.
- g. Reads and interprets trade and certification specific residential and commercial documents and plans and specifications for comparison and code compliance to as built and on-site construction.
- h. Assists the Building Inspector on inspections of new, existing, and damaged residential and commercial structures for conformance to codes, amendments, ordinances, regulations, specifications, and standards.
- i. Be proficient using level, laser, tape measure and screwdriver.

OTHER FUNCTIONS AND RESPONSIBILITIES:

- a. Perform any other duties or assignments as needed or instructed by the Zoning Administrator that fall reasonably within the scope of the job duties enumerated above.

QUALIFICATIONS:

Education and Experience:

- a. High School Diploma or GED
- b. Construction experience preferred.
- c. Ability to read and analyze construction building blueprints
- d. Verbal and written communication skills to effectively work with internal and external contacts in support of the departments and the County
- e. Experience working successfully with residents, external contractors, and vendors exhibiting the customer service skills required to accomplish common goals and maintain cooperation
- f. Basic PC skills to utilize Windows based programs

Personal Skills:

- a. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- b. Speaking – Talking to others to convey information effectively.
- c. Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- d. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- e. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- f. Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- g. Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- h. Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- i. Time Management – Managing one's own time and the time of others.
- j. Service Orientation – Actively looking for ways to help people.

Equipment/Computer Skills:

- a. Proficient in Microsoft Outlook, Word, and Excel.
- b. Ability to learn to print maps from ESRI or other GIS or AutoCAD platforms.
- c. Proficient in using Scanner, Printer, Phone, Copier and Calculator.
- d. Be proficient using level, laser, tape measure and screwdriver.

Abilities:

- a. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- b. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
- c. Written Comprehension – The ability to read and understand information and ideas presented in writing.
- d. Written Expression – The ability to communicate information and ideas in writing so others will understand.
- e. Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
- f. Speech Recognition – The ability to identify and understand the speech of another person. (English)
- g. Speech Clarity – The ability to speak clearly so others can understand you.
- h. Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong.
- i. Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- j. Selective Attention – The ability to concentrate on a task over a period of time without being distracted.

- k. Mathematical Reasoning – The ability to choose the right mathematical methods or formulas to solve a problem.

Work Style:

- a. Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.
- b. Integrity – Job requires being honest and ethical.
- c. Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- d. Concern for Others – Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- e. Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- f. Self-Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- g. Initiative – Job requires a willingness to take on responsibilities and challenges.
- h. Social Orientation – Job requires preferring to work with others rather than alone and being personally connected with others on the job.
- i. Achievement/Effort – Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- j. Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- k. Persistence – Job requires persistence in the face of obstacles.
- l. Adaptability/Flexibility – Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- m. Analytical Thinking – Job requires analyzing information and using logic to address work-related issues and problems.
- n. Innovation – Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

TRAVEL REQUIREMENTS:

Meetings and education that would apply to the job.

WORKING CONDITIONS

Following are working conditions that are associated with this position:

- a. Travel from site to site within the County
- b. May be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

REQUIRED LICENSES/CERTIFICATIONS:

Must pass physical and drug test

Possess a valid driver's license

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

LIFTING REQUIREMENTS

Check appropriate category required to perform essential functions of the job.

- Sedentary Work** – Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
- Light Work** – Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.
- Medium Work** – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy Work** – Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

PHYSICAL REQUIREMENTS

Check appropriate categories required to perform the essential functions of the job.

- Stand or Sit (Stationary position)
- Walk (Move, Traverse)
- Use hands/fingers to handle or feel (Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position)
- Climb (stairs/ladders) or balance (Ascend/Descend, Work atop, Traverse)
- Stoop, kneel, crouch, or crawl (Position self (to), Move)
- Talk/hear (Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information)
- See (Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess)
- Taste/Smell (Detect, Distinguish, Determine)
- Pushing or Pulling
- Reaching

HAZARDS AND ATMOSPHERIC CONDITIONS

| <i>Check appropriate categories required to perform essential functions of the job.</i> | |
|--|---|
| <input checked="" type="checkbox"/> Exposure to fumes | <input type="checkbox"/> Mechanical Hazards |
| <input checked="" type="checkbox"/> Exposure to dust | <input type="checkbox"/> Chemical Hazards |
| <input checked="" type="checkbox"/> Exposure to Extreme Temperatures | <input type="checkbox"/> Electrical Hazards |
| <input checked="" type="checkbox"/> Wet and/or Humid | <input type="checkbox"/> Radiant Energy Hazards |
| <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Explosives Hazards |
| <input type="checkbox"/> Vibration | <input type="checkbox"/> Burn Hazards |
| <input type="checkbox"/> Mists or gases | <input type="checkbox"/> Other |
| Comments: | |

EQUIPMENT AND TOOLS

| <i>Complete with information required to perform essential functions of the job.</i> |
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| List equipment used for the job: Computer, Phone, Calculator, Copier, Printers (including large format), Camera, Tablet |
| List of Tools: Level, laser, tape measure and screwdriver |
| Drives County Vehicle: yes |

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION:

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Mapping & Platting Director

Date

Zoning Administrator

Date

Human Resources Signature

Date