



## Seminole County Sheriff's Office

### CODE ENFORCEMENT SPECIALIST

Class Spec Code: 1040

Established Date: 01/02/2017

Last Revised Date: 01/12/2022

Effective: 04/08/2022

#### Salary Range

\$14.85 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Paraprofessionals

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Technical work enforcing county ordinances and zoning regulations.

#### Typical Duties

**Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.**

Inspects land and building use, development, and/or modification for conformity with zoning and nuisance ordinances and regulations effective in Seminole County.

Researches, investigates and resolves complaints and violations with complainants and violators.

Maintains records of complaints, violations, inspections, re-inspections, and dispositions. Follows up all complaints and violations until resolved.

Coordinates office work and field inspections with other agencies.

Prepares cases for presentation to the Code Enforcement Board and/or Special Magistrate and attends HOA meeting and makes presentations to citizen groups as requested.

#### Minimum Qualifications

- High School Diploma/GED; Associate's Degree preferred
- Two (2) years of general work experience
- Must possess and maintain a valid Florida Driver's License

#### Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to included scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Considerable knowledge of applicable county codes and zoning ordinances. Knowledge of legal descriptions as they relate to the enforcement of regulatory codes. Ability to research property history and access data using computer databases.

Ability to deal with the general public in adverse situations, exercising a high degree of tact, diplomacy, and persuasion and the ability to use good judgment in seeking compliance.

Ability to communicate effectively both orally and in writing including the ability to write detailed reports and summaries relaying information clearly and concisely and speaking publicly. Ability to maintain files.

Ability to read and comprehend technical professional journals, memos, maps, plans, legal statutes, ordinances, and correspondence. Ability to identify and develop resolutions for problems and violations.

#### WORKING CONDITIONS

This position performs some office duties; however, most components of work are performed outdoors in all weather conditions. The work environment for this position generally performed in an issued and marked Sheriff's Office non-emergency vehicle. Incumbents must follow safety procedures carefully. The nature of this position may require the incumbent to report directly to the field when starting their workday. Work is generally assigned via radio calls, telephone calls, and other SCSO applications.

#### **PHYSICAL ATTRIBUTES REQUIREMENTS**

**Mobility**-Frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer;

**Visual**-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work;

**Hearing/Talking**- Requirement to hear normal speech; hearing on telephone and radio; talking on telephone/radio or during presentations;

**Emotional/Psychological**-Potential contact with hostile individuals; frequent public contact; decision-making and concentration;

**Special Requirements**- Ability to behave respectably and with utmost integrity even when off duty; May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime;

**Environmental**-Exposure to varied weather conditions.