



## Seminole County Sheriff's Office

### CODE ENFORCEMENT OFFICER

Class Spec Code: 1060

Established Date: 10/14/2020

Last Revised Date: 04/20/2023

Effective: 08/25/2023

#### Salary Range

\$19.97 - \$29.96 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Technicians

#### 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.

Performs all other duties as assigned or required.

### **Minimum Qualifications**

- Bachelor's Degree
- Two (2) years' experience working in customer service, regulatory enforcement, investigative work, and/or complaint processing
- Consideration may be given to equivalent combination of related training, education and experience.
- Must successfully complete two (2) certifications from the Florida Association of Code Enforcement within the first (2) years of hire
- Must have basic computer skills and knowledge of computer programs
- Internal applicants must have completed the Seminole County Sheriff's Office one (1) year probationary period
- 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