



## Seminole County Sheriff's Office

### SR CODE ENFORCEMENT OFFICER

Class Spec Code: 1070  
Established Date: 03/04/2021  
Last Revised Date: 01/19/2022  
Effective: 02/11/2022

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#### Salary Range

\$19.76 - \$31.67 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, quality assurance and mentoring 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.**

The duties associated with this position are in addition to the responsibilities of a Code Enforcement Officer.

Acts as the liaison, provides technical assistance and information to other members, divisions, outside agencies and organizations as necessary.

Reviews all code enforcement cases, case packages for Code Enforcement hearings, as well as presentations for Code

Board Hearings. Also attends Code Board hearings in support of submitting Code Enforcement Officers.

Attends advanced/continuing training.

Provides quality assurance and control for overall field work activities. NOTE: this position is not a supervisory position, but rather intended for mentoring, quality assurance and administrative oversight.

Coordinates the development and implementation of agency policies, procedures and code enforcement objectives.

Delegates complaints received online or via email.

Facilitates Code Enforcement Unit meetings, agendas and provides minutes for the meetings.

Oversees field training of new members.

Reviews monthly statistics.

#### Minimum Qualifications

- Bachelor's degree
- Four (4) years of direct experience working with the public in regulatory enforcement, investigative work, complaint processing or an equivalent combination of related training and experience, of which at least two (2) years must have been in code enforcement work
- Must attain three (3) certifications from the Florida Association of Code Enforcement within one (1) year of employment. The certifications are:
  - Level One: Fundamental Aspects of Code Enforcement
  - Level Two: Administrative Aspects of Code Enforcement
  - Level Three: Legal Issues in Code Enforcement
- Must have basic computer skills
- 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 include 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.

Ability to effectively lead other code enforcement officers and resolve conflict if needed.

## **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 SCISO 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.