

COUNTY OF MARLBORO JOB POSITION DESCRIPTION

JOB TITLE: Codes Enforcement Officer
DEPARTMENT: Codes Enforcement
REPORTS TO: County Administrator or designee **FLSA STATUS:** Hourly
DATE APPROVED: 10/18/2017 **APPROVED BY:** JRM

I. PURPOSE / SUMMARY:

Enforces County ordinances, approved operating procedures and state law related to animal and litter control for the County. Administers and assists in the development of programs that serve to protect the public. With the Codes Enforcement Director work with affiliated organizations, maximize program for recycling and animal control programs. Is trained to perform other Codes Enforcement duties including litter enforcement, animal control, and building code enforcement as assigned and as primary workload allows.

II. RESPONSIBILITIES:

1. Responds in a timely manner to citizen complaints, law enforcement requests or observed violations and determines appropriate actions.
2. Captures, secures or impounds stray dogs and cats.
3. Mediates neighborhood complaints; determines if violations of county or state law have occurred; gathers evidence, issues warnings/summonses.
4. Troubleshoots problems in the field and over the phone; investigates and responds per state statute.
5. Conducts investigations and applicable follow-up, writes formal reports and testifies in court; prepares records and reports pertaining to investigations, compiling documentation for court actions.
6. Inputs, updates and maintains information about field calls, impounded animals, litter or codes related activities via computer software.
7. Works closely with Animal Shelter Manager and Codes Director in managing all aspects of the County animal control program in compliance with approved County Standard Operating Procedures and applicable state law.
8. Maintains certification and necessary training to assist other Codes Enforcement functions including litter control and building codes enforcement as assigned and as workload for animal control permits.
9. Other duties as assigned.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

1. Proven ability to work cooperatively, diplomatically, and effectively with citizens, professional peers, law enforcement, and affiliated organizations and in community relations capacities.
2. Strong verbal and written communication skills.
3. Excellent planning, time management, and decision-making skills.

4. Willingness to work a variable schedule, including weekends and evenings when needed.

5. Required Education and Experience

Minimum High School Diploma or GED; Preferred Associate's degree (A. A.) or equivalent from a two-year college or technical school; or two (2) years of increasingly responsible experience in code enforcement/animal control. An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered.

IV. CERTIFICATIONS REQUIRED:

Animal control, codes enforcement, law enforcement, animal care certifications or related certifications are preferred. Successful candidate will be required to obtain relevant certifications within a specified time period.

V. SUPERVISION:

None at this time

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent.

Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.