



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

**CODE ENFORCEMENT OFFICER**  
**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** County Administration  
**LOCATION:** Countywide  
**SALARY:** Range 68 \$4444 \$4668 \$4899 \$5138 \$5400  
The above monthly salary is paid over 26 pay periods annually.

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:** Under the general supervision of the County Administrator or designee, seeks compliance with sections of the Municipal Code, ordinances and resolutions in such areas as planning, zoning, community nuisance, property maintenance, housing, signs, and related areas, and performs related work as required.

**SUPERVISION EXERCISED:** No supervision exercised.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Responds to public inquiries regarding permits and/or licenses, explains County of Inyo Code requirements and procedures.

Ascertain and gathers facts related to applicable ordinances, codes, laws, rules, and regulations and determines and institutes proper action to be taken.

Responds to and investigates complaints regarding violations of County ordinances; issues notices of violations; stipulates necessary changes for ordinance compliance; takes appropriate action to insure compliance.

Prepares reports and recommendations on code enforcement matters, and gains voluntary compliance.

Coordinates actions with other departments, jurisdictions or regulatory agencies.

Prepares case information and presents evidence at appeal hearings and other legal proceedings; explains, interprets, and makes presentations to community groups and businesses; maintains records of applications, inspections, investigations, violations, hearings and related data; performs field surveys and inspections related to above functions.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assists the County of Inyo staff in a variety of duties including researching and rewriting ordinances and performing a variety of office functions.

Performs related duties and responsibilities as assigned.

## **OTHER JOB RELATED DUTIES**

Completes special projects as assigned.

Performs related duties and responsibilities as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:** Municipal Code enforcement methods and procedures; principles of investigation, interviewing, and report writing; safe and efficient work practices related to inspections and enforcement duties; techniques of negotiations and conflict resolution.

**Skill to:** Establish and maintain effective working relationships with individuals and citizens groups, businesses, and other internal and external agencies; gather and analyze data for the purpose of preparing accurate and concise written and statistical reports; interpret and implement assigned regulations, policies, and procedures as they are related to the program; interpret county codes and determining corrective action; operate an office computer and a variety of word processing and software applications.

**Ability to:** Apply analytical skills and understand impact and consequences of decisions and actions; read and interpret laws, codes, ordinances and policies; process information and data in a relevant manner to reach reasonable conclusions and make practical decisions; travel to remote sites within the county to conduct inspections; work indoors or outdoors in a variety of climatic conditions; ability to express oneself clearly and concisely both orally and in writing; meet deadlines, work independently, and operate office equipment; ability to work alternative work schedules. Bilingual Spanish speaking skills highly desirable.

### **Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities for a Code Enforcement Officer would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:** Two (2) years of experience dealing with the public in any of the following types of work: code enforcement, planning, building inspection, investigation, or other closely related field. Additional related experience may be substituted for the education requirement below to a maximum of one (1) year. Local government experience desired.

**Training:** Two (2) years of undergraduate coursework from an accredited college or university (equivalent to 60 semester units or 90 quarter units).

**License or Certificate:** Possession of a valid California driver's license authorizing operation of an automobile or light truck. A P.O.S.T. approved Penal Code 832 certification may be required prior to completion of the probationary period. Certification as a Code Enforcement Officer from an organization approved by the California Association of Code Enforcement Officers is desirable.

**Special Requirements:** *Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, twist, climb, crawl, stoop, squat and lift 20 pounds; exposure to noise, outdoors, dust, vibration, confining work space, chemicals, mechanical hazards, and electric hazards; ability to travel to different sites and locations. Work environment is expect to be office conditions 50% of time and outdoors in varying conditions 50% of time.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, skills examination, and oral interview. Must successfully complete a pre-employment background check.

**APPLICATION:** **This recruitment will remain OPEN UNTIL FILLED.** Applications **must be received** at the Inyo County Personnel Office, P.O. Box 249, (224 North Edwards Street), Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like “See/Refer to Resume” or “See Attached”.** Incomplete applications will not be processed. Applications may be faxed to meet the application deadline.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All positions are Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head.

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.