



Seminole County Sheriff's Office

SR CODE ENFORCEMENT OFFICER

Class Spec Code: 1070

Established Date: 03/04/2021

Last Revised Date: 05/11/2023

Effective: 08/25/2023

Salary Range

\$21.97 - \$32.96 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, 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.

Review 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.

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

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

Assist with the field training of new members.

Reviews monthly statistics if needed.

Performs all other duties as assigned or required.

Minimum Qualifications

- Five (5) years of continuous service at SCSO as a Code Enforcement Officer
- Must have Meets Standards or higher overall on the most recent Performance Evaluation
- Must have had no verbal or written reprimands within the last year to include formal corrective action plans
- Must have attained three (3) certifications from the Florida Association of Code Enforcement. 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 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