



Town of
Apple Valley

EMPLOYMENT OPPORTUNITY

CODE ENFORCEMENT TECHNICIAN

Salary: \$19.79 Hourly
Job Type: Full-Time
Department: Code Enforcement Department
Benefits: Benefits

The Position

Under general supervision, provides a wide variety of technical office administrative and secretarial support duties involved in the enforcement and communication of code enforcement activities; providing support in overseeing and administering processes in documentation, reports, records, applications, notices and other critical paperwork.

Job Functions

- Handles front counter traffic, including answering general questions, handling complaints, issuing permits, collecting fees, and providing information to public.
- Performs a wide variety of general clerical duties to support departmental operations, including filing, preparing notices, case progress reports, and monthly and year-end reports, and ordering and maintaining office and other related supplies.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; directs callers to appropriate Town staff.
- Dispatches calls to Code Enforcement Officers via a two-way radio.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Performs project research, analysis, and report preparation related to the activities of the department; may prepare technical reports and perform other technical work related to the department.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, photos and report summaries; purges files as required.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested.
- Receives cash for citation fees and reconciles cash drawer; issues receipts and refunds as necessary.
- Schedules administrative hearings; provides due process notices of hearings to all parties involved; prepares documentation of violations for hearings.
- Performs other duties as assigned.

Qualifications

Equivalent to the completion of the twelfth (12th) grade supplemented by college coursework in business, public administration, administration of justice, or related field; 30 semester units of college coursework in public administration, administration of justice, or related field is highly desirable.

Experience: Four (4) years of varied clerical support experience and two (2) years of related experience in enforcement of codes is highly desirable.

License: Valid California class C driver's license with satisfactory driving record and automobile insurance.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Thursday, February 7, 2019, at 4:30 p.m.** Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.