

EMPLOYMENT OPPORTUNITY



CODE ENFORCEMENT TECHNICIAN

Salary: \$19.79 - \$27.95 Hourly
Job Type: Full-Time
Department: Community Enhancement
Benefits: Benefits Eligible

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; performs related work as required.

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.
- Assists with special programs and events as assigned, including coordinating advertising, compiling project or event data, entering information into appropriate databases, printing inspection schedules, mailing out inspection packets and notices, collecting and processing payments, receiving complaints, notifying assigned officers, monitoring case status and scheduling follow-up inspections.
- Performs other duties as assigned.

Qualifications

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college coursework in business, public administration, administration of justice, or related field; four (4) years of varied clerical support experience preferably involving some public contact. Previous municipal government experience is highly desired.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Monday, June 7th, 2021 at 5:30pm**. 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.