

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment*

Date:	8/23/2018	Department:	Zoning (3439)
Title/(Status)/Job Code:	Code Enforcement Clerk – (0761)	Reports To:	Zoning Supervisor
Pay Grade/Salary Range:	PG-106 \$27,549.95 - \$42,702.43	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A highly skilled clerical and technical position responsible for providing administrative support to Code Enforcement Officials.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Receives, reviews, verifies, and routes zoning code complaints from the general public in various formats including verbal, in-person, via telephone, fax, email or regular correspondence.
- Coordinates response action with Enforcement Officials.
- Maintains code enforcement automated data base.
- Produces automated reports for department use.
- Prepares computerized audio visual graphics presentations.
- Performs limited complaint investigation when directed.
- Coordinates Special Magistrate (S.M.) and Nuisance Abatement Board (NAB) meeting schedules, posting of public notices, preparation of agendas, production and distribution of minutes and performs such other clerical duties required for support of this Board.
- Maintains files, records, and reports required by the S.M. and the NAB. Attends S.M. and NAB meetings and prepares records, reports or recommendations for submission to the Board of County Commissioners.
- Assists customers at the service counter, via telephone, e-mail and regular correspondence regarding code enforcement and zoning issues. • Advises the general public, contractors, land developers, etc. as requested in code enforcement and zoning matters.
- Answers questions and provides information pertaining to the enforcement of applicable codes and ordinances, including the zoning code.

- Prepares requisitions, purchase orders, and purchasing card documentation regarding title searches, bids, survey, legal advertisements and other materials and services required by the department.
- Follows consistently the Boards policies and procedures.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Responds productively to change and performs all other tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Highlands County zoning codes and ordinances.
- Knowledge of Business English, spelling and punctuation.
- Knowledge of office practices and procedures.
- Knowledge of standard complaint investigation methods, techniques and procedures.
- Knowledge of the geographical area of Highlands County.
- Knowledge of procedures for conducting official meetings of boards and other public bodies.
- Knowledge of techniques and methods for enforcement of County codes, ordinances or other regulations.
- Skill in the use of office machines including computers, facsimiles, copiers, calculators, etc.
- Skill in computer operations pertaining to administrative office work, word processing, and spread sheeting.
- Skill in recording and transcribing information at a normal rate of speed.
- Skill in effective public relations and customer service.
- Skill in oral and written communication
- Ability to deal with the general public, contractors, builders, developers, etc. on a daily basis.
- Ability to make decisions in accordance with departmental rules, regulations and policy.
- Ability to prepare complex documents and compose letters and memorandum.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Frequent investigative field work. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Graduation from an accredited high school or possession of an acceptable equivalence diploma. Preferably three (3) years' experience with planning, zoning, or code enforcement related work. Must have ability to produce and maintain spread sheets.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS: Must possess a valid Florida Driver's License while employed.

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.

