

**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*

<b>Date:</b>	8/29/2017	<b>Department:</b>	Zoning 3439
<b>Title/(Status)/Job Code:</b>	Code Enforcement Clerk – (0761)	<b>Reports To:</b>	Zoning Supervisor
<b>Pay Grade/Salary Range:</b>	PG-105 \$25,747.62 - \$39,908.81	<b>Closing Date:</b>	Until Filled

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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.

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**GENERAL DESCRIPTION:**

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

**ESSENTIAL JOB FUNCTIONS:**

- 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.
- Responds productively to change and performs all other related tasks as required or directed.

This is a **DISASTER ESSENTIAL** position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**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 techniques and methods for enforcement of County codes, ordinances or other regulations. 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.
- 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 word processing with a keyboard rate of at least 45 accurate words per minute. Skill in effective public relations and customer service.
- Ability to prepare complex documents and compose letters and memoranda. 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 establish and maintain effective working relations with coworkers and the general public.

**ESSENTIAL PHYSICAL SKILLS:**

- Use of both hands with dexterity.
- Use of near vision. Skill in oral and written communication.
- Ability to hear the voices of coworkers, in-person customers, and telephone callers.
- Ability to sit at work station for continuous periods for up to four hours.
- Ability to operate a motor vehicle for up to four hours continuously.
- Frequent standing and walking, including over soft or uneven surfaces and to and from work station and service counter.
- Ability to perform complaint investigation field work.

**ENVIRONMENTAL CONDITIONS:**

Indoor work in an office environment with occasional investigative field work.

**MINIMUM QUALIFICATIONS:**

1. **EDUCATION AND EXPERIENCE:** Graduation from an accredited high school or possession of an acceptable equivalency diploma. Preferably three years' experience with planning, zoning, or code enforcement related work. Must have a minimum word processing key board speed of 45 accurate words per minute. Must have ability to produce and maintain spread sheets. A comparable amount of training or experience may be substituted.
2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida Driver's License while employed.