

CODE ENFORCEMENT ASSISTANT

Code No. 4-09-108
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for investigating reported violations of Town/Village codes pertaining to land, property, and vehicle use, on a part-time basis. Work involves on-site investigations to verify complaints, issue warnings, take photographs and survey the surrounding properties. The employee reports directly to, and works under the general supervision of, an administrator. Supervision is not a responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Inspects reported violations of town/village codes and ordinances on junked cars, littering and refuse, peddlers and vendors, excavations and dumping, carnivals and entertainment;

Makes on-site investigations to verify complaints;

Issues letters of warning to violators and court appearance summons;

Writes simple reports of incidents for Town court;

Issues and serves appearance tickets and parking violation summonses;

Takes photographs of violations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of community relations; working knowledge of the methods, practices and procedures involved in zoning, community planning and code compliance especially as related to land and property use; working knowledge of the legal procedures in code enforcement; ability to write basic incident reports; ability to communicate verbally; integrity; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus two (2) years paid full-time or its part-time equivalent experience in public contact work involving the resolution of complaints.

NOTE: Education beyond high school can be substituted for the required experience on a year-to-year basis.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: October 8, 2015