**Code Enforcement Officer**

**JOB SUMMARY:**

This position is a full-time position under the direction of the Community Development Manager and is responsible for performing a variety of functions. Primary tasks are building inspections, investigating code violation complaints, and record keeping. The Code Enforcement Officer must be able to address any questions or concerns about the activities of the Department through strong customer service skills and a thorough knowledge of Elbert County zoning ordinances and code of ordinances.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have a valid driver’s license and at least high school diploma or equivalent. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Responds to complaints from co-workers and the general public in regards to code violations.
* Investigates complaints of violations of county laws, county ordinances or codes to verify or dismiss complaints.
* Performs follow-up inspections to ensure corrections are made.
* Issues citations as appropriate when violations occur.
* Prosecutes cases in accordance with ordinances.
* Prepares and maintains case files.
* Performs inspections on new homes during construction, electrical services, and erosion and sedimentation and other permitted projects.
* Attends training seminars and classes.
* Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Knowledge of county codes and ordinances.
* Knowledge of the county streets and geography.
* Knowledge of computers and job-related software applications.
* Knowledge of county and departmental policies and procedures.
* Knowledge of modem office practices and procedures.
* Skill in prioritizing and organizing work.
* Skill in building inspection and plan review activities.
* Skill in oral and written communication.