



BUTTE COUNTY
Established Date: Feb 8, 2005
Revision Date: Mar 18, 2019

Code Enforcement Officer (Extra Help)

Class Code:
3503

Bargaining Unit: General Unit

SALARY RANGE

\$23.00 - \$30.83 Hourly
\$1,840.00 - \$2,466.40 Biweekly
\$3,986.67 - \$5,343.87 Monthly
\$47,840.00 - \$64,126.40 Annually

SUMMARY:

Under general supervision, performs technical field inspections and investigations to enforce state and county codes and ordinances relating to land use issues, public nuisances, and unlawful cannabis cultivation operations; Investigates complaints, issues citations for code violations, documents and presents evidence in courtroom and administrative hearing settings, and obtains inspection and/or abatement warrants.

FLSA: Non-Exempt

DISTINGUISHING CHARACTERISTIC:

This journey-level position requires knowledge of land use, building, state public resources and environmental health regulations, and professional investigation procedures. Reports to a Supervisor, Code Enforcement or an assigned supervisor.

ESSENTIAL JOB FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Performs land use and environmental inspections to assure safety and general welfare of residents, and to maintain property values of residences; enforces a variety of county and state codes encompassing sub-standard buildings, zoning, vehicle abatement, cannabis cultivation, nuisance abatement, land use and other compliance violations.
- Investigates complaints from citizens and other county departments; interviews witnesses; notifies owners and involved parties of code violations and corrective actions required.
- Receives, documents, and investigates referrals from Development Services, Environmental Health, Public Works, Fire Department and other county regulatory agencies; initiates investigations based on analysis of preliminary information; contacts individuals to discuss probable violations, alternatives for resolving compliance issues, and time periods for correcting violations.
- Prepares and issues citations, notices of violation and warrants; collects and preserves evidence; writes arrest warrants, inspection warrants, search warrants and related paperwork.
- Following established procedures, issues citations and warrants to individuals and organizations in violation of county codes and state regulations; documents each citation presented to owners and agents.
- Prepares legal documents and evidence, and testifies in court or administrative hearings; prepares comprehensive reports, documents and background data to substantiate violations.
- Conducts follow-up inspections and reissues citations where compliance has not been achieved; meets with involved parties to negotiate compliance procedures and avoid the necessity of legal actions; inspects, investigates and verifies compliance violations.
- Researches records; files and maintains various documents for violation tracking and other projects.

- Prepares correspondence and maintains a variety of records; monitors payment of fines imposed and fees due; work with County Collection Agency to record Abstracts of Judgments.
- Performs other related duties as required.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of applicable federal, state, and county laws, statutes, and ordinances.
- Knowledge of county and department policies and procedures.
- Knowledge of principles and practices of code enforcement; investigation and inspection methods, and public relations techniques in code compliance activities.
- Knowledge of general safety practices, legal liabilities and responsibilities, restraint techniques and law enforcement equipment.
- Knowledge of interviewing and interrogation principles, techniques and methods, including extracting information from people who are reluctant to cooperate.
- Knowledge of investigative techniques and procedures, and techniques for observation and memorization of critical details.
- Knowledge of court and administrative hearings process, legal terminology, arrest laws and rules of evidence.
- Knowledge of proper methods of securing, handling and preserving evidence.
- Skill in conducting comprehensive investigations, maintaining accurate records and preparing comprehensive written and oral reports.
- Skill in making independent decisions while working in the field; analyzing situations accurately, adopting effective courses of action, and following established citation and arrest procedures.
- Skill in making presentations before court officials and hearings officers.
- Skill in performing physical labor requiring manual dexterity and agility.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in composing and articulating problems, work elements and functions that relate to various code violations and preventative measures.
- Skill in tracking and monitoring consultants and contractors functioning to supplement and support clean-up and other code violation efforts.
- Skill in establishing and maintaining effective working relations with co-workers, other county employees, representatives from other city, state and federal agencies.
- Skill in operating a personal computer utilizing a variety of software.

MINIMUM REQUIREMENTS-EDUCATION, CERTIFICATIONS AND LICENSES:

- High school diploma or GED equivalent certificate.
- May be required to obtain and maintain Penal Code 832 Arrest Methods.
- Must pass an extensive background investigation and pre-employment medical screening.
- Possession of a valid State of California Class C driver's license is required.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in an office and outside environment.
- May be required to lift and carry items weighing over 35 pounds.
- Subject to potential physical harm, dangerous situations, and physical attacks.

EQUIPMENT AND TOOLS UTILIZED:

- Standard equipment includes personal computer and standard office equipment.
- Specialized equipment includes O.C. spray, cameras, two-way radios, and required safety wear such as boots and protective vests.