TITLE:	**Code Compliance Official**	**JOB CODE:**	1025
PREPARED:	6/30/03	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, oversees compliance with zoning, land use, health and safety and business license codes.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, 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.*

- Receives complaints regarding zoning and land use; responds to complaints regarding potential code violations and related issues.
- Conducts field investigations of potential violations and nuisance complaints; gathers evidence, comparing facts to code requirements; meets and confers with owners, tenants, contractors, land developers and business owners to review and explain code requirements and violations or potential violations; completes findings and implements enforcement action by issuing warnings, correction notices or citations.
- Investigates illegal dumping on public lands; issues citations and oversees cleanup using volunteers and juvenile probation workers.
- Coordinates investigative efforts with the District Attorney, Sheriff, Fire Marshall or other departments as necessary.
- Drafts and distributes a variety of correspondence, memos, notices and reports regarding code enforcement issues and actions; maintains a variety of logs and records; work with other County departments to develop codes, policies and procedures.
- Provides public education regarding land use, zoning and license codes.
- Prepares and maintains case files; researches information pertinent to specific investigations and enforcement situations.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of zoning, health and safety, building, public nuisance and business codes and regulations.
- Knowledge of the principles, practices and techniques of investigation.
- Knowledge of the fundamentals of law enforcement.

- Knowledge of County policies, procedures, rules and regulations.
- Skill in interpreting and explaining codes, laws, regulations and policies.
- Skill in conducting effective investigations.
- Skill in dealing constructively with conflict and developing effective resolutions.
- Skill in operating a personal computer and software applications.
- Skill in establishing and maintaining effective working relationships with contractors, land developers, business owners and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Three years of experience in the compliance, investigation and enforcement of regulations.
- Code Enforcement Officer certification
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting heavy objects over 100 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, two-way radio, hand tools, meters and a motorized vehicle.