



— WARREN COUNTY —
PUBLIC WORKS

Name of Position: Code Enforcement Officer
Division: Code Enforcement
Supervisor: Assistant Director
Date: June, 2020
Employee Classification: Non-Exempt (Part-Time Appointment)

Purpose of Position: The purpose of this position is to perform on-site inspections of property, structures and premises to ensure compliance with the Warren County Property Maintenance Code and other Ordinances. The Code Enforcement Officer is expected to exercise considerable initiative to work independently in the field and is responsible for decisions requiring discretion, judgment, and familiarity with a variety of codes and ordinances, but also expected to work well with colleagues in a team environment and coordinate with staff of sister agencies.

Requirements/Qualifications:

- A background in military or law enforcement is preferred.
- A valid KY drivers licensed is required.
- Knowledge of Warren County roadways.
- Excellent organizational, written and oral communication and public relations skills are required.
- Proficiency in computer and web-based skills
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

Position Wage: This is a part-time position, no more than 100 hours per month. \$16-18/hour. The wage will be negotiated at the time of hire.

Essential Duties and Responsibilities: The following duties are normal for this position. These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

- Investigates complaints of alleged property maintenance violations by visiting properties and checking locations of building(s) and land;
- Meets with citizens relative to discuss and explain property maintenance requirements, and alternative method(s) for compliance;
- Maintain records and file for each property with code violation(s) and prepare written inspection reports
- Perform dispute resolution/management;
- Track the progress of the violator on a timely basis as compliance is achieved (re-inspections). Issue notices of violation and civil citations;
- Act as staff liaison to the County Code Enforcement Board;
- Maintain filing system including web-based case software
- Perform other duties as required



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE _____

NAME: _____ SOCIAL SECURITY NUMBER: _____

ADDRESS: _____
Street City State Zip

PHONE NUMBER: _____ Are you 18 years or older? YES NO

ARE YOU A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE U.S.? YES NO

DESIRED EMPLOYMENT

FULL TIME: Yes No PART TIME: Yes No SEASONAL: Yes No INTERNSHIP: Yes No

POSITION APPLIED FOR: _____

DATE AVAILABLE FOR WORK: _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? YES NO MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

HAVE YOU EVER APPLIED WITH US BEFORE? YES NO WHEN? _____

REFERRED BY: _____

EDUCATION

	NAME AND LOCATION OF SCHOOL	# YRS ATTENDED	GRADUATE?	DEGREE
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE				

SPECIAL SKILL:

ACTIVITIES: (Exclude organizations, the name of which indicates race, creed, sex, age martial status, color, or nation of orgin, or disability of its members.)

FORMER EMPLOYERS:

U.S. MILITARY OR NAVAL SERVICE, RANK: _____

LIST THE THREE MOST CURRENT EMPLOYERS:

MONTH & YEAR	NAME & ADDRESS	SALARY	POSITION	REASON FOR LEAVING?

DO WE HAVE YOUR PERMISSION TO CONTACT PREVIOUS EMPLOYERS? YES NO

REFERENCES:

LIST THREE:

	NAME	ADDRESS	PHONE
1			
2			
3			

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY.

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE TYPE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE.

SIGNATURE: _____ DATE: _____