

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Adopting a
Position Description for an Existing
Position**

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ORDER NO: 23213

WHEREAS, it is the recommendation of Melvin Trover, Code Enforcement Officer, that the attached position description be adopted for the following position:

Dep. Code Enforcement Officer
Position Title

E
Range

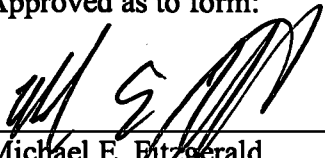
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of February 15, 2023. This description replaces any previous description approved for this position.

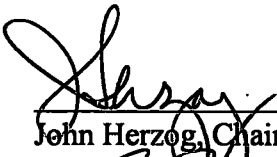
DATED this 15th day of February, 2023.

CURRY COUNTY BOARD OF COMMISSIONERS

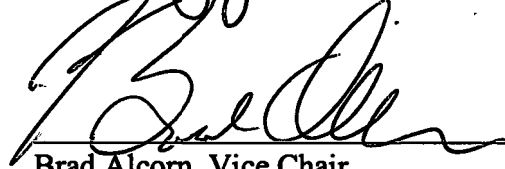
Approved as to form:



Michael E. Fitzgerald
Curry County Legal Counsel



John Herzog, Chair



Brad Alcorn, Vice Chair

, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Deputy Code Enforcement Officer

EXEMPT:	No	
UNION:	Yes - SEIU	
SALARY LEVEL:	E	
SUPERVISOR:	Code Enforcement Officer	
PREPARED BY:	Code Enforcement Officer	Jan 2023

POSITION SUMMARY:

This position performs technical work enforcing County ordinance codes and State Laws for environmental health, safety, solid waste management, other public nuisances, building, zoning code violations, ambulance service ordinance, and laws and ordinances related to the control of dogs. This is an entry level position which provides training and experience necessary to successfully promote to the position of Code Enforcement Officer.

SUPERVISION RECEIVED:

Work is supervised under the general direction of the Curry County Code Enforcement Officer who assigns work, establishes goals and reviews the results obtained for overall effectiveness. As this position is an entry level position, employee will receive training and progressive experience. Employee will collaborate and communicate with a variety of County departments regarding a variety of code enforcement matters but will answer to his/her supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Duties may include, but are not limited to the following)

1. Receives complaints and inquiries from the public, provides information regarding Code Enforcement program and policies. Receives, reviews and acknowledges code compliance complaints and referrals.
2. Interprets nuisance abatement ordinance, and abandoned vehicles in the County Right of way, land use zoning regulations/statutes, and environmental health regulations as they pertain to related enforcement activities. Provides information on these regulations to the general public and other agencies in oral and written form.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

3. Meets with alleged ordinance violators in attempts to achieve compliance. Consistent with County policy for receiving complaints, responds to citizen complaints about violations. Serves as the contact person between the County, departments, and concerned parties in an attempt to resolve complaints.
4. Performs field investigations and inspection duties to assist in the development of effective code enforcement programs for compliance with State and County requirements.
5. Prepares correspondence and documentation of specific violations and copies to Legal Counsel and affected department. Researches deeds, car ownerships, tax records or other legal documents in relation to enforcement complaints. Obtains warrants and appropriate court orders as necessary.
6. Prepares and issues verbal and/or written warnings to responsible parties regarding code violations, as appropriate.
7. Serves legal papers on behalf of the County. May provide sworn testimony on conditions or enforcement of zoning and health and appear in court representing the County. Works with County Counsel on the submission of necessary legal documents to the court to support enforcement actions.
8. Prepares and issues violation citations pursuant to ORS 153.005 to 153.145, to responsible parties regarding code violations. Completes all supporting documentation including related thereto and submits necessary document and supporting documentation to appropriate court and appear in court representing the County.
9. Works with and aids other County, local, and State agencies regarding code violations and enforcement activities and works with organizations and agencies to develop information regarding abatement resources for property owners and responsible parties to develop abatement plans. Monitors progress of abatement by responsible parties
10. Provides "on-call" services, which are after hour and weekends, as assigned to assist police or other agencies in responding to the needs of Animal Control or Code Enforcement issues.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

11. Maintains accurate records of the type and number of actions being processed. Will input/retrieve data for situs information, permit history, land use status, environmental health-related issues/permits, ownership information, etc. Will provide written reports at regular intervals.

12. Participates in community meetings, and professional groups, task forces, committees as necessary and may perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Knowledge of or capacity and willingness to learn a variety of County enforcement ordinances, state statutes and any other regulations that serve as authority for enforcement actions including, but not limited, rules on search and seizure, evidence, and courtroom testimony.

Ability to work with the public to obtain compliance through professional and courteous persuasion and reason.

Ability to maintain positive effective relationships with co-workers, County department staff, other agencies and the public.

Writing skills to effectively compose written material in a professional and understandable manner.

Good verbal skills.

Ability to maintain composure when dealing in stressful situations and dealing with difficult people.

Commitment to maintain confidentiality on sensitive issues.

Willingness to wear a uniform appropriately.

Knowledge of safety procedures and equipment specific to the position's area of assignment.

Knowledge of modern office practices and ability to use office equipment and technology including computer programs.

Ability to work in a variety of weather conditions, remote locations, high places, and confined areas.

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QUALIFICATION REQUIREMENTS: (cont.)

Knowledge of safety procedures and equipment specific to the position's area of assignment.

Knowledge of modern office practices and ability to use office equipment and technology including computer programs.

Ability to work in a variety of weather conditions, remote locations, high places, and confined areas.

EXPERIENCE AND TRAINING:

High school graduation or equivalent; one (1) year college course work in planning, environmental science, sanitation or health, law enforcement, or a related field; and one (1) year experience working with the public in areas that relate to ordinance enforcement, planning, building and land use inspection, environmental health and science or closely related field; or any satisfactory equivalent combination of education, training and/or experience relevant to the position. Must be proficient in Excel and Word.

NECESSARY SPECIAL REQUIREMENTS:

1. Possession of or ability to possess within 30 days of hire, a valid Oregon driver license and the ability to meet County driving standards. Must maintain an acceptable driver's record.
2. Must pass a criminal history background investigation.

PHYSICAL DEMANDS:

Visual/hearing ability sufficient to comprehend written/verbal communications.

Ability to drive a vehicle in a variety of adverse weather conditions, occasionally for lengthy distances, or at night.

Ability to lift up to fifty pounds without assistance.

WORK ENVIRONMENT:

Work is performed in the field moving from one County location to another for various enforcement services. Work may require evening and weekend assignments. Schedule may be adjusted depending on job needs

JOB DESCRIPTION

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WORK ENVIRONMENT: (cont.)

Work requires visual and sensory inspection of a variety of conditions concerning construction, health and safety issues involving entering private property, businesses, and assessing obstructions in the right-of-way. Enforcement duties require presenting unwelcome information in a courteous manner, and interacting with the public, businesses, and property owners who may react negatively to the enforcement.

Some duties of this position require field inspections in an outdoor environment and during adverse weather conditions. Field inspections may be at relatively remote sites in the county. Employee may encounter various situations or environmental hazards in performing site visits.

Animal regulation enforcement include the impound of dogs and other animals, transportation of animals to an impound facility or emergency veterinarian facility. Skills and confidence necessary to handle aggressive or injured animals.