

## CODE ENFORCEMENT OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

To perform duties in support of administering non-sworn police support services and programs for the Police Department, including issuing citations for code violations and nuisance abatement, and processing delinquent offenders; dealing with abandoned vehicles and pre-tow/post-tow notices; and enforcing parking ordinances. To perform duties in support of other law enforcement programs and projects, which may include assembling program materials, conducting meetings and supporting the overall mission of the Police Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level law enforcement staff.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Respond to and investigate complaints concerning code violations regarding: structures, land use, nuisances, and issues of public safety. Inspect properties and contact owners to resolve complaints. Issue investigation notices, conduct inquiries and produce reports, maps and/or photo documentation for making recommendations for resolution.
2. Assist in the processing of abandoned vehicles including pre-tow and/or post-tow notification.
3. Enforce parking ordinances, issue parking citations and process delinquent offenders based on established policies, procedures, rules and applicable law and codes.
4. Take information from the public and complete minor crime and information reports regarding incidents that do not require the presence of a sworn officer.
5. Transport and sort department mail; pick-up and deliver supplies to the department as needed.
6. Assist in the direction and control of traffic at crashes, crime scenes, or as otherwise needed.
7. Provide information and give presentations to the public on related codes and department programs.
8. Operate police portable radio.
9. Prepare correspondence related to duties and maintain related files which may be used in court or administrative proceedings. May testify in court if necessary.
10. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Operations, services and activities of a police department.

City parking enforcement code; applicable policies, laws, procedures, rules and terminology relating to parking enforcement.

Principles and practices of customer service.

Principles and practices of basic record keeping.

Operations of a police radio.

Methods and techniques of public speaking and presentation.

Occupational hazards and standard safety practices.

**CITY OF FOREST GROVE**  
**Code Enforcement Officer (Continued)**

**Ability to:**

Successfully pass the prepared Field Training Program for Code Enforcement Officer.

Operate a variety of office equipment necessary to perform the duties of the position including a computer.

Interact professionally and effectively with others including angry, upset and confused people.

Interpret, enforce and explain applicable codes, laws, policies and procedures to the public, in person and by phone.

Accurately prepare and complete a variety of written reports and forms.

Effectively respond to requests and inquires from the general public.

Maintain accurate records.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Prepare and present effective public presentations to a variety of groups.

Work independently in the absence of direct supervision.

Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade.

**Experience:**

One year work experience which demonstrates the ability to perform and/or learn the duties of the position. Experience working in law enforcement environment or code enforcement preferable.

**License or Certificate**

Possession of an appropriate, valid driver's license.

Possession of LEADS certification, or ability to obtain within 6 months.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office and field environment; exposure to inclement weather conditions and potentially uneven terrain, stairs, and typical hazards found in residential areas.

**Mobility:** Incumbents require sufficient mobility to perform moderate or light lifting; to walk, stand or sit for prolonged periods of time; to bend, stoop and kneel; and to operate motorized equipment and vehicles.

**Vision:** Vision sufficient to read written materials, computer screens, and to operate assigned equipment