

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Code Enforcement Officer

**TITLE #:** 1823

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the investigation of local code and ordinance violations. Incumbent issues notices of violations and/or summonses as required. Work is performed in accordance with local rules and regulations, under the supervision of the assigned department head. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Patrols municipality by foot or automobile and notes violations of local codes and ordinances such as litter, noise, peddling, dumping, garbage, snow and ice removal;

Investigates verbal and written, signed complaints referred by public or other agencies regarding violations of local codes and ordinances;

Issue notices of violations and/or summonses to violators when sufficient evidence exists;

Follows up on violations to assure correction by responsible party;

Corresponds and meets with property owners regarding violations of local code, ordinances, laws and time allowed for correction/compliance;

Testifies in local court in cases where violations are contested;

Prepares reports of inspections made and violations found;

May operate computer applications such as spreadsheet, word processing, calendar or e-mail.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of local codes and ordinances; good knowledge of geography of municipality; ability to communicate clearly and concisely both orally and in writing; ability to prepare activity and case reports; ability to enforce local codes and ordinances with tact and impartiality; good powers of observation; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and two (2) years of building inspection, code enforcement or building construction experience.

**NOTE:** Possession of New York State Basic Code Enforcement Training certificate may be substituted for the required experience.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid driver's license.

**JURISDICTIONAL CLASSIFICATION:** Competitive – full time; Non-Competitive – part-time in Towns & Villages

REVISED: 08/21/06 dmc