COUNTY OF SISKIYOU

DEADLINE
5:00 p.m.
February 12, 2016

NOTE: County policy does not accept postmarks. Material submitted must be received by deadline.

POSITION
Code Enforcement Officer
Eligibility List

SALARY
$19.92/hr – $24.80/hr
*The County currently participates in CalPERS retirement & social security. Your paycheck may have a variety of other deductions based on your health plan option, status, and bargaining unit.
*Interview Date To be determined

Description (under limited supervision):
- performs difficult and complex inspections, investigations, and enforcement of county codes, ordinances, and regulations relative to zoning, land use, and nuisance abatement cases;
- responsible for processing violation complaints, working with property owners to obtain voluntary compliance whenever possible, and assumes and carries out all enforcement duties and responsibilities;
- research and develop reports; conduct field investigations, provide responses to written complaints; and explain applicable ordinances and regulations;
- prepare evidence for submittal before hearing bodies and perform related duties as assigned.

Ability to:
- interpret regulations, ordinances, codes, and administrative procedures;
- respond to complex and difficult inquiries, complaints, and requests for service in a fair, tactful, and timely manner;
- gather, analyze, and process information while ensuring confidentiality, as appropriate; read and interpret maps, plans, and legal descriptions;
- perform code enforcement field inspections and investigations;
- establish and maintain cooperative working relationships with property owners, the public, private agencies, citizen groups, political organizations, other staff and county officials.
- handle difficult situations with tact, expressing oneself clearly and concisely, both orally and in writing;
- diffuse potentially volatile situations and people;
- effectively prioritize daily and weekly tasks while working independently;
- prepare written reports and correspondence with a high level of attention to detail;
- operate a personal computer and use related software in the performance of professional planning work;
- make effective oral and written presentations; and
- effectively represent the Community Development Department in responding to inquiries, providing assistance in dealing with public and community organization concerns and citizen groups about planning, land use, and code enforcement-related issues.

Minimum Qualifications:
- completed at least two years of college-level course work, supplemented by course work in code enforcement and/or experience in enforcing zoning codes and/or other laws applicable to area of assignment; or
- other training and experience where an individual can demonstrate the ability to work well with people, review and understand technical regulations, focus on attention to detail, condense information from a variety of sources into a concise, well-written document that details just the pertinent facts of an issue.
- Completion of a POST or STC Certified Penal Code 832 Training on Laws of Arrest or certification from California Code Enforcement Corporation is desirable, but not essential.

Special Requirements: Possession of a valid and appropriate California driver’s license.

Selection Process: A complete job description is available through the County of Siskiyou Personnel Department. All completed county applications received in our office by the deadline shown above will be considered. Faxes will be accepted at (530) 842-8013 provided original material is mailed immediately. The work experience section of your application should document your qualifications as they pertain to the required knowledge and abilities. Resumes may be attached but are not accepted for any part of the county application. A panel will review applications and select for interview those individuals who appear to possess the most relevant education, training, and experience to appear for an oral interview. All candidates selected for an interview will be requested to provide a technical writing sample of work that they solely authored. Those achieving a qualifying score at the oral interview will have their names placed on an eligibility list from which present and future vacancies will be filled. From the eligibility list, one or more individuals may be invited to a second interview and may be requested to perform a mock work-related exercise. Individual eligibility on this list may last for up to one year. Applicants may be subject to a pre-employment background investigation (fingerprinting) and/or drug and alcohol screening.