

VILLAGE OF ATTICA CODE ENFORCEMENT OFFICER

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical duties in support of the Village's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, health and safety, blight, graffiti, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other Village departments and divisions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of field and office work in support of the Village's local code enforcement program; enforce compliance with Village regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of Village zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
3. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
4. Prepare evidence in support of legal actions taken by the Village; appear in court as necessary; testify at hearings and in court proceedings as required.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.

6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.

7. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.

8. Perform related duties as required.