



CODE ENFORCEMENT TECHNICIAN
FLSA: Non-Exempt
Grade 19 \$34,495.28 – \$55,192.45

GENERAL DEFINITION

Position is responsible for paraprofessional work assisting in the administrative aspects of the City's Code Enforcement functions. Areas of responsibility may include, but are not necessarily limited to, researching lien cases, tracking case progress, case development, and case presentation. Employees in this classification have a broad knowledge of code enforcement policies and procedures, and are responsible for the tracking and preparation of code enforcement cases to be presented to and heard by various boards, e.g., Code Enforcement Board, Unsafe Structures Boards, Special Master, City Commission. Employees perform the duties outlined herein according to the functional area of the assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Researches code enforcement lien cases for accuracy; prepare draft recommendations for lien settlements; perform research on other aspects of cases as directed.
- Creates and manages the tracking of code enforcement outstanding liens and lien settlements.
- Organizes Code Enforcement, Special Master and Unsafe Structure cases, researching property ownership and prior violations, sending notices to appear, and preparing cases for presentation to their respective boards.
- Serves as secretary to Code Enforcement Board and Special Magistrate meetings.
- Coordinates Code Enforcement, Special Master, and Unsafe Structure Boards schedules.
- Performs follow through on cases to completion or until judgment or settlements have been entered.

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- Performs administrative support functions applicable to the work, e.g., maintaining case files, receipt, and processing of mail and correspondence, preparing correspondence, developing forms, entering data into department systems, creating statistical reports.
- Provides general advisement regarding code enforcement functions to professionals, management, governing authorities and members of the public within the scope of knowledge and authority.
- Coordinates case files for litigation purposes for the City Attorney's Office.
- Coordinates implementation of new policy between City Attorney, staff and the boards.
- Manages the budget for lot maintenance on foreclosed properties.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Broad knowledge of the code enforcement function as applicable to zoning and land use and codes and ordinances of the City.
- Working knowledge of the operations, functions, and policies of the department within which work is to be performed.
- Substantial knowledge of business English, spelling, grammar, format, diction and style applied to written business correspondence.
- Ability to establish and maintain effective records maintenance and file management systems.
- Ability to work independently under limited supervision on moderately complex tasks.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
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MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

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High school diploma or GED certificate; supplemented by 1 year progressively knowledgeable administrative support experience. Proficient in computer skills such as Word and Excel. Must have excellent customer service skills.

PREFERRED

Familiar with Zoning and Code Enforcement

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

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