



## CLASS SPECIFICATION

Class Code: 15851  
Date Est: 07/2006  
Last Rev: 04/2018  
Last Title Chg: 11/2006  
FLSA: non-exempt  
Probation: 12 months

### CODE ENFORCEMENT OFFICER I

#### **DEFINITION**

Under direct supervision, receives training and performs professional code enforcement duties; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

One year of full-time experience performing investigative work which included enforcing established laws, codes, or regulations such as building, fire, health, land use/zoning, nuisance, penal or vehicle codes; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the Code Enforcement Officer class series that provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents perform basic assignments and receive training in code enforcement work. Incumbents are supervised in areas such as code enforcement investigation, case file preparation and maintenance, warning/order/notice/citation issuance, formal and legal procedures, and compliance inspections. It is distinguished from the Code Enforcement Officer II class by the fact that incumbents perform a narrower range of duties under closer supervision.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **EXAMPLES OF DUTIES** (*The following is used as a partial description and is not restrictive as to duties required.*)

Receive training in code enforcement procedures and policies as conducted in Washoe County.

Investigate public complaints regarding alleged violations of zoning ordinances, land use and development standards, nuisance regulations, business license regulations, and gaming/liquor license requirements; determining the validity of complaints and recommending appropriate action.

Conduct field inspections of properties or businesses to determine compliance with applicable zoning, land use, nuisance, and license regulations and requirements; enforces appropriate regulations from land use/zoning, nuisance and license codes.

Conduct research, interview appropriate individuals concerning complaints, and obtain information to write field investigation reports; provide referral to other agencies as appropriate.

Explain regulations and ordinances; obtain voluntary compliance when possible; or issue warnings, citations, notices, orders as appropriate; recommending remedial action to achieve compliance.

Issue administrative warnings, stop activity orders, abatement orders, notice of violation/orders to comply, penalty notices, file civil and misdemeanor complaints with the courts of the appropriate jurisdiction.

Compile data and prepare reports substantiating allegations of ordinance/regulations violations and testify in court or appear before hearing officers, boards and/or commissions in conjunction with formal or legal proceedings; coordinate with legal staff as required and verify compliance with ordered judgments.

Conduct follow-up compliance inspections when required; contact other agencies for concurrent enforcement actions.

Prepare case files, carefully document information, and maintain accurate case files in department information system.

Maintain a variety of files and records and prepare requisite reports.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Investigation, compliance and enforcement methods and techniques.

Methods and techniques of data collection and report preparation.

#### **Ability to:**

Read, interpret and apply laws, regulations, ordinances, policies and procedures.

Conduct field inspections and identify code violations.

Participate in administrative hearings, court and trial procedures.

Follow and understand relevant Washoe County development codes, land use/development regulations, nuisance regulations, business license regulations, and gaming/liquor license regulations.

Read and interpret street and digital maps; understand geography of Washoe County.

Compile and evaluate data, evidence, and information to make appropriate recommendations.

Document findings and prepare clear, concise and accurate records and reports.

Communicate orally in a clear, concise manner.

Organize and maintain records.

Recognize potentially dangerous conditions and situations.

Maintain effective working relationships with the general public, staff, law enforcement, and other agencies, elected and appointed officials.

Apply general zoning, land use, nuisance, and licensing regulatory practices.

Exercise sound judgment that requires the application of analysis of facts, negotiation and interpersonal skills.

### **SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods, both at a desk and in a vehicle. Ability to frequently stand, walk, stoop, climb, and kneel. Ability to lift and move objects weighing up to 35 lbs. Ability to use radio, digital cameras, noise and light measuring instruments, office equipment including computer, copiers, telephone, and FAX machine. Ability to work

under conditions involving exposure to dust, grease, and chemicals. Ability to work outside in various types of weather and temperature.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*