

CODE ENFORCEMENT OFFICER

Department: Public Safety
Classification: Competitive
Specification Number: 4270
Approved: 11/16/2021
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school, or vocational school in a job-related field, or possession of a high school equivalency diploma.

NECESSARY SPECIAL REQUIREMENTS

At the time of appointment and during employment in this title employees must possess a valid license to operate a motor vehicle in New York State.

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, an employee in this class is involved in the enforcement of town codes and ordinances, and is exclusive of the enforcement of Vehicle and Traffic laws as well as all other County and/or New York State laws. Work is performed in accordance with departmental regulations under the supervision of the Deputy Commissioner and is reviewed through the submission of written and oral reports. This is not a law enforcement position. Does related work as required.

TYPICAL WORK ACTIVITIES

Patrols the Town by foot or automobile and notes violations of local codes and ordinances, such as litter, open container, noise, peddling, dumping, parking violations, etc.;

Investigates complaints referred by the public or other agencies regarding the violation of local codes and ordinances;

Investigates reports of violations of local codes and ordinances and issues summonses to violators when sufficient evidence exists;

Testifies in town court in cases which are contested;

Notifies Police Department immediately when activities of a criminal nature are observed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

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