



BOARD OF COUNTY COMMISSIONERS

# DESOTO COUNTY

Human Resources Department  
201 East Oak Street, Suite 201  
Arcadia, Florida 34266  
Telephone (863) 993-4808  
Fax (863) 993-4809  
Drug-Free Workplace

## REQUISITION #24-19

### RECRUITMENT NOTICE

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

<b>POSITION:</b>	<b>CODE ENFORCEMENT OFFICER</b>
<b>POSITION #:</b>	<b>90507</b>
<b>DEPARTMENT:</b>	<b>CODE ENFORCEMENT</b>
<b>SALARY RANGE:</b>	<b>\$33,072.00 - \$51,261.60</b>
<b>OPENING DATE:</b>	<b>FEBRUARY 15, 2024</b>
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>

### GENERAL DESCRIPTION:

The Code Enforcement Officer is a responsible professional position involved in the investigation, inspection, and prosecution of all violations of the County Land Development Regulations and other related codes and ordinances. The position also participates in other County Development Department function areas as assigned by the Director.

### ESSENTIAL JOB FUNCTIONS:

1. Patrols the County in vehicles or on foot to look for violations to the County Land Development Regulations, Code of Ordinances, and/or other related codes and ordinances.
2. Enforces Animal Ordinance. Apprehends and impounds unwanted, unhealthy, problem, and vicious animals.
3. Reviews and inspects all Field Inspection Request forms for completeness.
4. Responds to telephone calls and office inquiries regarding alleged violations.
5. Performs routine site inspections to investigate complaints and alleged violations.
6. Prepares and issues written Notices of Violation, Notices to Appear and Citations.
7. Prepares and presents code enforcement cases for review by Code Enforcement Special Master.
8. Makes court appearances on all Code Enforcement cases which citations have been issued.
9. Maintains accurate up to date records regarding all code enforcement activities and other related services.
10. Participates in other department function areas as assigned by the Department Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.).

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- General knowledge and understanding of development activities and other related functions.
- Ability to exercise good judgment and to make decisions in accordance with the laws.
- Ability to enforce related codes and ordinances with firmness, tact, and impartiality.
- Ability to interact with the public with considerable poise, tact, patience, and courtesy.
- Effective communication skills, both oral and written.

**EDUCATION AND EXPERIENCE:**

An undergraduate degree in public administration or a related field is preferred. In addition, previous experience in local governmental and/or code enforcement is desirable.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess or be able to obtain a valid Florida Driver's License.

Code Enforcement Certification is desirable.

Certified Animal Control Officer or ability to achieve certification within one year of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Heavy lifting and carrying (up to 45 pounds)
- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Walking, standing, bending, stooping, climbing

**ENVIRONMENTAL CONDITIONS:**

- Work is performed both outdoors and in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

TO APPLY VISIT: [www.desotobocc.com](http://www.desotobocc.com) or [www.employflorida.com](http://www.employflorida.com)