

PERQUIMANS COUNTY

Position: County Enforcement Officer

Department: Inspections

Reports to: Chief Building Inspector

Employee:

POSITION DESCRIPTION

Will enforce all County regulations as set out in various Ordinances passed by the Board of County Commissioners; especially pertaining to junk and junk vehicles, solid waste, substandard buildings and condemnation procedures. Will also work with sign enforcement, addressing ordinance as well as some zoning issues.

This job could include working as a county fire inspector to set up inspections required by the state of all commercial structures. This would require certification through the department of insurance as a fire inspector.

Work will include but not be limited to determination of junk and junk vehicles, services of proper paperwork for Court Action, working with and under the direction of the Chief Building Inspector. Tact and firmness are both required in dealing with the public. This employee is expected to exercise independent judgment and initiative in performing the tasks required of this job.

JOB DUTIES AND FUNCTIONS

1. Preparation of all papers appropriate to be served by the Sheriff's Department.
2. Appearance in Court and testimony as required to complete the task.
3. Ability to follow directions of the Chief Building Inspector and other County Officials.
4. Ability to maintain effective working relationships with the general public.

QUALIFICATIONS/REQUIREMENTS

1. Graduation from high school. Some college and/or law enforcement experience desired.
2. Maintain a N.C. Driver's License.
3. Classes to obtain a Level 1 fire certification