



CITY OF COACHELLA
invites applications for the position of:

Code Enforcement Aide

SALARY: \$15.00 - \$18.23 Hourly
\$2,600.00 - \$3,160.30 Monthly
\$31,200.00 - \$37,923.60 Annually

OPENING DATE: 01/30/19

CLOSING DATE: 02/14/19 06:00 PM

DESCRIPTION:

(This is a grant-funded position and is contingent upon funding availability)

Under direct supervision, performs specialized clerical duties and limited technical fieldwork in support of the Code Enforcement Division of the Community Services Department implementing land use and related regulations, and to do other work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Code Compliance Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This class performs a variety of clerical duties in support of the City community improvement policies, enforcement of land use ordinances and related code provisions and in the maintenance of investigative case files. Incumbents may be assigned limited and routine, non-contact, field investigations. This class is distinguished from the class of Code Enforcement Officer in that the duties of the latter primarily focus on the technical investigation of violations and obtaining code compliance.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Performs complex clerical work requiring the application of code enforcement and community improvement policies and procedures, laws, and specialized terminology.
- Prepares and processes code enforcement complaints which require the review of complex source material and a thorough familiarity with land use and building policies, procedures, terminology and various applicable laws in order to open and prepare case files for investigation.
- Gives information to the public or agency representatives in situations where judgment and interpretation of departmental policies and regulations are required.
- Reviews a variety of case file material, reports, forms, and records for accuracy, completeness, and compliance with applicable ordinances.
- Answers questions involving searching for and summarizing technical land use, zoning, building, or housing code data, laws, policies or procedures; answers questions regarding the community improvement policies and activities.
- Performs routine non-contact investigations.
- Compiles a variety of documents and investigative reports which require locating sources of information, devising forms to secure the data and determining proper format for finished documents, as requested by the Director, City Prosecutor, or designee.
- Sets up and maintains complex code enforcement filing and/or community improvement files and software.
- Initiates replies to routine correspondence; composes correspondence, simple investigative reports and other materials requiring the application of code enforcement and/or subject matter knowledge and discrimination in the selection of data; may provide technical guidance to other departmental clerical staff; prepares and revises written procedures.
- Types a wide variety of complex code enforcement and/or community improvement materials related to the opening and maintenance of case files, utilizing information processing equipment; develops automated files and maintains the storage medium; develops and revises standardized formats for documents for code enforcement and/or community improvement policies.
- Operates computerized and standard office equipment; isolates and resolves equipment and procedural problems; performs backup of systems and maintains archived record library and

case reference logs; serves as technical expert on the operation of information processing equipment.

- Applies, and explains applicable municipal codes, vehicle codes, state housing, health and safety codes, and other related laws, codes, and regulations to the public, departmental staff, and other agencies; advises property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits, including reinspection on applicable permits and notices until compliance is attained.
- Maintains clear, concise, and comprehensive records and reports related to enforcement activities; maintains daily log of contacts or inspections for code enforcement cases; enters and retrieves information from records systems.
- Photographs violations; gathers evidence and prepares cases for court proceedings; produces photographs and records of violations for evidence; files criminal complaints in court when necessary with supervisor's approval.
- Follows up on complaints regarding illegal signs, trash, debris, graffiti and shopping carts and arranges for their removal; monitors lots for weed abatement and arranges for cleanup.
- Responds to questions and concerns from the public, departmental staff, and other agencies; provides information as appropriate and resolves service issues and complaints; cooperates with other agencies.
- Prepares a variety of reports and correspondence, including notices of violations and follow-up letters; attends various meetings and training seminars; responds to emergency situations as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Performs duties of a disaster services worker in event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, and equipment used in information processing.
- Correct English usage, grammar, spelling, vocabulary, punctuation, format, and style.
- Office procedures, including preparing correspondence and reports, filing, and operating standard office equipment.

Ability to:

- Understand the capabilities and applications of information processing equipment.
- Considering the requirements of the Code Enforcement Division.
- Proof and correct documents into acceptable final form.
- Store and retrieve a variety of documents and subdocuments.
- Meet departmental production and accuracy standards.
- Learn to read and interpret maps, property descriptions and related documents.
- Learn, understand, apply, and explain regulations and policies relating to building, housing codes, land use and zoning, and community improvement policies.
- Compile information from various sources.
- Communicate effectively.
- Deal tactfully and courteously with the public.
- Establish and maintain effective working relationships.

Skills:

- Operate an office computer and a variety of word processing and software applications.
- Must be able to type 40 wpm.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

High school diploma or equivalent and two (2) years of clerical experience. One year of the required clerical experience may be substituted by either:

- Completion of 30 quarter units or 18 semester units from an accredited college or university in administration of justice, land use, planning, building and safety, zoning, social science, marketing, or a closely related field.

OR

- Completion of 360 hours of training from a recognized occupational training program in secretarial sciences, business education, or a closely related field.

Licenses and Certifications:

Valid California Class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS/ENVIRONMENTAL ELEMENTS/WORKING CONDITIONS:**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; and to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.coachella.org/>

1515 Sixth Street
Coachella, CA 92236
760-398-3502

hr@coachella.org

Position #2019-00021
CODE ENFORCEMENT AIDE
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Code Enforcement Aide Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
☐ Yes ☐ No

- * 2. Do you have a High School diploma or GED?
☐ Yes ☐ No

- * 3. How many years of directly related, increasingly responsible experience do you have working in Code Enforcement? Your response must be supported in the employment history section of your application.
☐ 8+
☐ 5-8
☐ 2-4
☐ less than 2
☐ None

- * 4. Please describe your experience with Code Enforcement and the office/administrative work functions that you have performed.

- * 5. Please check the duties that you perform proficiently.
☐ Maintaining records
☐ Documenting
☐ Filing
☐ Prepare notices of violations

- ☐ Gathering evidence
- ☐ Issuing permits
- ☐ Electronic data entry
- ☐ Explain regulations and/or code requirements
- ☐ Respond to customer complaints

* 6. Please describe your experience in handling a public counter with periodic high demand and fielding a wide range of questions.

* Required Question