



Employment Opportunity

Kittitas County, Washington

POSTED: 1/26/2021

CLOSES: 2/09/2021

CODE ENFORCEMENT TECHNICIAN - TEMPORARY

The current vacancy in Community Development Services is a temporary full-time, benefited, non-union, non-exempt position expected to begin as soon as possible. The Temporary Code Enforcement Technician is responsible for providing information to the public regarding County Code and policies, and providing administrative and technical support to the Code Enforcement Officer. Anyone who meets the qualifications stated below may apply. This position will close on 2/09/2021.

This position will be filled in a temporary capacity for up to two and a half (2.5) years to assist during a staff leave of absence.

SALARY RANGE: \$3,864- \$5,199 per month.

ESSENTIAL FUNCTIONS

- Greet the public at the counter in a courteous and professional manner; address code enforcement complaints and questions.
- Act as the primary code enforcement administrative point of contact for general inquiries and people reporting possible code violations.
- Document complaints and enter related information into the County's SMARTGov permit tracking software.
- Provide information to the general public, homeowners, tenants, business community, other county departments, and outside agencies regarding codes, ordinances, and code enforcement policies and practices.
- Set up code enforcement case files and obtain property records, property owner information, case history, and other information related to properties with alleged code violations.
- Coordinate with other county departments to provide assistance to code enforcement customers on a variety of topics including those associated with building, planning, public works, environmental health, and fire marshal.
- Complete data entry tasks and create correspondence such as memos and letters; draft routine forms and letters; assemble reports.
- Assist the Code Enforcement Officer with issuing Stop Work orders, Notices of Violation and Abatement Notices of Infraction, and Notices to Title on behalf of the County.
- Assist the Public Records Officer with filling Public Disclosure Requests, including redactions.
- Manage code enforcement filing in an organized manner.
- Compile and distribute information relative to code enforcement activities.

OTHER FUNCTIONS

- Seek continuing education and training opportunities when possible; submit requests and/or proposals to supervisor for approval.

Kittitas County is an Equal Opportunity Employer

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- Maintain monthly code enforcement and permit statistical information.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- One (1) year experience in customer service.
- One (1) or more years of experience in at least one (1) of the following areas: government, law office, code enforcement, plans examination, environmental health, building inspection.
- Equivalent education or experience may substitute for the specified education/experience requirements listed above.
- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Ability to perform quality customer service and handle difficult situations with ease.
- Must have a valid Washington State driver's license.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

PREFERRED QUALIFICATIONS

- ICC certification for Code Enforcement or Permit Technician.

WORKING CONDITIONS

Work is generally performed in an office environment; sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push, and/or carry up to 25 pounds or potentially more with assistance; vision to read printed materials and a computer screen, and hearing and speech to communicate clearly in person or over the telephone; ability to stand, walk, stoop, kneel, crouch, ascend/descend stairs, and reach with arms and legs. Work includes regular interaction with employees and the public. Periodic duties may require performance in non-office settings, outdoors, or at a variety of County locations. Work outdoors may be required in a variety of weather conditions, to include temperature extremes and dusty/windy conditions; must have the ability to traverse a variety of terrain. All PPE must be worn when required for employee safety.

Occasional travel may be required for training opportunities and /or meetings. Employee must be able to safely operate a motor vehicle in all weather conditions and under all levels of light/dark.

The work schedule is generally maintained during normal office hours, and will require attendance at night meetings. May also include early or weekend hours as needed. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references and three (3) personal references