Code: 2657
Title: CODES ENFORCEMENT TECHNICIAN

SUMMARY: Provides direct support to Codes Enforcement staff and the public, in the receipt, research, processing, tracking and creation/maintenance of manual and computer-based files and records for alleged or documented codes violations. It is differentiated from other Codes Enforcement classifications by performing paraprofessional, process-oriented work in processing codes violations materials in a legally sufficient manner, while requiring technical knowledge of relevant adopted codes, regulations, laws and industry standards for construction. It is differentiated from other clerical and administrative support classifications by the technical and legal knowledge required in a codes enforcement environment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Receives Code violation documentation from Codes Enforcement staff and initiates required logging, creation of files and related documentation;

Receives written, verbal, and email complaints and allegations of Codes violations from the public and other non-County agencies, and initiates required logging, creation of files and related documentation;

Books or schedules work-site inspections and technical plan reviews by Codes Enforcement staff;

Receives and records work-site/plans inspection results for Codes Enforcement staff;

Issues code violation citations upon direction of technical staff to non-compliant owners, contractors or responsible parties and books/schedules arraignments and hearings with Codes Enforcement staff, Hearing Officers and other affected parties;

Prepares required packets of documentation for defendants, Codes Enforcement staff members, Hearing Officers and the County Attorney for use in hearings, arraignments and litigation;

Documents results/findings of hearings, arraignments and litigation in case-management files, prepares and transmits relevant documentation to affected parties on disposition of case;

Prepares Order to Show Cause documentation for County Attorney's office and manages Court calendar, relevant research and other documentation;

Notarizes required documentation as needed;

Researches, prepares and submits routine, recurring and special reports to management;

Responds (verbally, in writing, etc.) to questions from the public, property owners, contractors and other parties/agencies by explaining the applicability of codes, ordinances, County and state statutes and related regulations and industry standards, the Codes Enforcement processes, and case-specific information while maintaining required security and confidentiality of information created or encountered in the course of assigned duties;

Creates and maintains comprehensive case files and related records in manual and automated systems, and assures proper retention, archiving or destruction of same, per County, state and federal laws, rules and regulations;

May operate and perform operator-level maintenance and servicing of assigned County vehicle.

KNOWLEDGE & SKILLS:

Knowledge of:

- standards and procedures for the examination and evaluation of plans and related technical data for compliance with required codes, ordinances, industry standards;
- industry standards and engineering practices for construction;
- County, state and federal laws, rules, regulations and technical standards for construction;
- County, state, federal and applicable international building and zoning codes;

- County and departmental procedures for creating and issuing codes violations and relevant documentation requirements;
- procedural and legal processes involved in the adjudication/resolution of codes violations;
- capabilities and use of automated/computer-based resources for documentation of activities and for creation/maintenance of required automated records, databases, etc.;
- County/departmental standards for the creation and maintenance of activity records, databases and pertinent documentation in manual and computer-based records systems.

Skill in:
- receiving and reviewing reports or allegations of codes violations to determine administrative actions required and need for additional documentation;
- preparing and maintaining case-files/-records for codes violations in both manual and computer-based systems;
- scheduling work-site inspections and technical plans reviews by Codes Enforcement staff in response to codes violations (or allegations of same) and documenting results in appropriate files;
- interpreting and applying provisions of applicable codes, laws, rules, regulations and industry-standards;
- creation and maintenance of activity records, reports and databases in manual and computer-based systems;
- explaining the codes enforcement processes and requirements to interested/affected parties;
- preparing and distributing required documentation for use by Codes Enforcement staff, County Attorney and affected parties in hearings, arraignments and litigation;
- scheduling Court appointments, hearings, etc., with affected Codes Enforcement staff, County Attorney and affected parties;
- assuring that pertinent documentation is complete and accurate before notarizing same;
- maintaining appropriate security and confidentiality of information created or encountered in the course of assigned duties.

MINIMUM QUALIFICATIONS: EITHER:

(1) Three years of technical or administrative support (other than routine clerical support) experience in a construction, real estate or public-sector building or zoning department setting.

OR:

(2) Two years of experience with Pima County or another public-sector agency as a permitting technician or providing paraprofessional support to technical permitting specialists.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require current registration as a Notary Public by the State of Arizona, either at the time of appointment or within 90 days of appointment. All positions require satisfactory completion of the Legal & Management Examination module of the International Code Council (ICC) Certified Building Official certification prior to or within five months of appointment. Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to obtain/maintain the required registration, certification or licensure shall be grounds for termination.

Special Notice Items: Some positions may require bi-lingual abilities in English and a second language, as determined by the Department.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

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