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**TEMPLE CITY  
CLASS SPECIFICATIONS**

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**CODE ENFORCEMENT OFFICER**

**DEFINITION:**

Under direction of the Public Services Director, the Code Enforcement Officer coordinates the enforcement of the City's municipal code pertaining to business licenses, health and sanitation, public safety, public works, public nuisance abatement, building, zoning, and performs other related duties as required.

**EXAMPLES OF DUTIES:**

Conducts investigations regarding municipal code violations, and initiates action to facilitate compliance with applicable code requirements. Issues citations, compliance notices, prepares reports, and processes criminal complaints. Coordinates law enforcement support services with the Los Angeles County Sheriff's Department and provides legal justice system liaison services between the City and District Attorney's office. Performs research relating to municipal code enforcement policies and procedures. Maintains records and evidence. Receives, evaluates, and responds to citizen complaints. Performs industrial, commercial, and residential property inspections for the purpose of ensuring private property code compliance. Investigates and abates public nuisances.

**DESIRABLE QUALIFICATIONS**

Knowledge of: Contemporary principals and practices of the legal justice system, due process of law requirements, municipal code enforcement policies and procedures, laws of arrest, search and seizure protocol, evidence gathering, and technical report writing.

Ability to: Interpret policies and procedures and appropriately enforce laws, rules, and regulations applicable to municipal code enforcement. Comprehend and effectively execute verbal and written directives. Establish and maintain professional relationships with law enforcement agencies and courts. Investigate code enforcement violations and initiate appropriate abatement measures. Prepare written reports, search warrant applications, public nuisance abatement resolutions, and property lien documents.

Education and Experience: Graduation from high school and a minimum two years experience in municipal code enforcement or a related field is required. An associated arts degree in police science or administration of justice is desirable.

**OTHER QUALIFICATIONS:**

Possession of a valid Class C motor vehicle operator's license issued by the State of California.

Possession of an 832 P.C. Certificate (Laws of Arrest, Search and Seizure Training/P.O.S.T. Certified Course).

Ability to operate mobile radio communications equipment.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to operate a computer, including knowledge of word processing and data base software.