

**VACANT POSITION**

**DEPARTMENT: Marshal's Office**

**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers.php>

**SUBMIT APPLICATIONS TO:** [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon Street, Room 110

**CLOSING DATE: Position will remain open until filled**

Job Title: Code Enforcement Officer (Position #1304)  
Salary: Pay Grade 15; Hiring Salary \$43,118 per year  
Work Schedule: Regularly includes evenings and may include holidays and/or weekends.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School Diploma or state-awarded GED required (Bachelor's degree in Criminal Justice or related field preferred) with a minimum of two to four years of code enforcement, law enforcement, and/or building inspection experience (or related); must be a P.O.S.T. certified law enforcement officer; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Incumbent must complete 12-week Field Training Officer program with the Sheriff's Office. Must have knowledge of the various applicable codes and laws required in the performance of this position, i.e. The Americans with Disabilities Act. Must successfully complete mandatory Sheriff's Office training as required. Must maintain required level of proficiency and certification in the use of firearms, and evasive action/driving skills. Must possess and maintain a valid Class C Georgia Driver's License.

**GENERAL STATEMENT OF JOB:** Under limited supervision, is responsible for enforcing County Codes and state and local laws relating to public safety and welfare. Reports to the Assistant County Manager.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of law enforcement equipment and automated office machines which includes computer, printer, facsimile machine, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for physically active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Enforces Zoning Regulations, Federal and State regulations, County Ordinances, and standard building codes; ensures that all operating businesses are in possession of a current license to do business in the County.

Explains violations to contractors and citizens in ensuring corrections are made in compliance with County ordinances and building codes.

Ensures that all complaints and/or grievance filed against the County are responded to and resolved in a timely manner and communicates all problems and concerns to the Assistant County Manager.

Performs miscellaneous duties such as answering incoming calls, assisting in zoning matters, maintaining files, etc.

Represents the County in Magistrate's and State Court concerning nuisance complaints.

Responds to calls and complaints relayed by all county departments.

Conducts preliminary inquiries, field interviews and follow-up investigations; gathers information and evidence.

Provides assistance and backup support to other personnel as necessary.

Testifies in court; serves as a witness in court as required; provides physical evidence when necessary.

Prepares, processes, and/or transmits various reports and forms.

Apprehends, arrests, and detains criminal suspects and law violators when necessary; follows proper Sheriff's Office procedures when making arrests.

Assists motorists in various situations as needed; conducts traffic control as necessary; extinguishes minor vehicle/residential fires.

Watches for wanted or missing persons and lost children; administers first aid to injured persons in emergencies; reports stray animals to animal control department.

Provides security at County Commission meetings; provides security as needed for public hearings, Board of Appeals meetings, and Planning Commission meetings.

Serves warrants, summonses, civil papers, and other official papers as needed.

Attends periodic seminars and training sessions as required including GCIC integrity training; participates in mandatory Sheriff policy and procedure training including physical fitness, radar, bodycam, taser, firearms, evasive action, driving skills, etc.

**ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

October 3, 2023  
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