CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	**Code Enforcement Officer**
Department:	Code Enforcement
Class Code:	1060
Salary Grade:	G11
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to investigate and enforce alleged violations of the Town's Municipal Code and Land Management Ordinance relating to environmental, public safety, health, sanitation, and other general regulations. The position also performs research, prepares cases for trial, prepares and reviews legal documents, monitors progress of legal actions, and maintains legal files/court materials. The work is performed under the supervision and direction of the Staff Attorney/Prosecutor, but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with Town management and staff, Mayor and Town Council, other elected officials, law enforcement officers, attorneys, merchants, tourists, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Enforces Land Management Ordinance and Municipal Codes; investigates alleged violations of the Town's Municipal Code and Land Management Ordinance;
- Prepares and presents cases in Municipal Court, including calling and examining witnesses, offenders, and victims, presenting direct and indirect evidence, and providing testimony as necessary;
- Assists Town Prosecutor in preparing cases for prosecution in Municipal court
- Maintains and organizes legal files and court materials;
- Assists Staff Attorney with legal research and preparation of legal documents;
- Updates code enforcement activities in software program;
- Provides summaries to executive level personnel for purposes of updating Town Council; drafts or amends municipal codes as required; researches code issues and prepares memoranda and reports of findings;
- Coordinates with outside agencies to ensure continuity of implementation and compliance with Town and State codes; trains outside agencies on Town processes regarding implementation of Town codes; educates outside agencies, general public, group organizations, and area businesses to improve understanding of and voluntary compliance with Town codes; reads current periodicals to keep updated on State statute changes;
- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards *(See Safety manual for details);*
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of the Department of Health and Environmental Control laws and regulations, Ocean and Coastal Resource Management, SC State Statutes, SC Rules of Evidence, Municipal Code and Land Management Ordinance, International Building Code, and Fire Prevention Code;
- Knowledge of Town ordinances and State laws related to zoning and land use;
- Knowledge of legal terminology related to trial and civil procedures, zoning, and land use codes, paralegal, and criminal areas;
- Ability to collect, compile, and present evidence in an organized, sound, and professional manner in court;
- Ability to interpret and explain Town ordinances and State laws to the general public;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Associate's Degree in Sociology, Criminal Justice, Paralegal Studies or related; and
- Considerable codes and ordinance enforcement experience or experience in a law office, prosecutor's office, or criminal defense office; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Valid Driver's License.

Work Conditions and Essential Physical Abilities

Principal duties of this class are performed in a general office environment and require the following essential physical abilities:

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects;
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium;
- Crouching: Bending the body downward and forward by bending leg and spine;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Grasping: Applying pressure to an object with the fingers and palm;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Kneeling: Bending legs at knee to come to a rest on knee or knees;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Reaching: Extending hand(s) and arm(s) in any direction;

- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers;
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading;
- Visual Acuity 2: Including color, depth perception, and field vision;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures;
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment;
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.