

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

June 6, 2019

19-33

POSITION ANNOUNCEMENT

POSITION: **Code Enforcement Officer (16 hrs. /week)**

POSITION #: 19-33

DEPARTMENT: Land Use Planning

SALARY: \$18.58/Hour

DPSST Cert - \$22.23/Hour

CLOSING: First Review June 24, 2019 (5:00 PM)

DESCRIPTION: This is a 16 hours per week position. The Code Enforcement Officer is assigned to the Planning Department who shall conduct investigations, issue stop work or stop use orders, issue citations, and generally initiate and prosecute enforcement violations under the Umatilla County Development Ordinance, Enforcement Ordinance, Solid Waste Ordinance, Burning Permit/Smoke Management Ordinance, and other such local laws and regulations as determined by the Board of Commissioners.

REQUIREMENTS:

- Must possess excellent communication skills (Phone, interpersonal, written, verbal, etc.)
- Must be self-motivated, proactive, detail oriented, and a team player
- Must possess time management and time critical prioritization skills
- Must pass a criminal background check
- Possess a valid Driver License
- High School Diploma or GED
- (DPSST) certification as a Police Officer or Deputy Sheriff preferred
- Associates degree in related field preferred
- 1-2 years of directly related or closely related experience preferred

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.