



# CASCADE COUNTY

## Job Vacancy Announcement

*Submit all application materials to:*  
**Cascade County Human Resources Department**  
**325 2<sup>nd</sup> Ave N #108**  
**Great Falls, MT 59401**

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

*Position:* **Code Compliance Officer**  
*Schedule:* **Full-time with benefits**  
*Department:* **Planning**

*Salary:* **\$32,000.00 - \$36,482.58 Yearly DOE**  
*Closing Date:* **Open Until Filled**  
*Department Administrator:* **Charity Yonker**

**At a minimum, all qualified applicants must have:**

*Education/Experience/Training:*

- High School Diploma or GED equivalent required.
- Experience in enforcement and local government preferred.

*Certifications:*

- Valid Driver's License issued by the State of Montana.

### **JOB SUMMARY**

The Cascade County (County) Code Compliance Officer (Officer) performs a variety of routine and complex work in the interpretation and enforcement of County adopted ordinances and regulations. This position is responsible for ensuring compliance with County Zoning Regulations, Subdivision Regulations, Floodplain Regulations, Community Decay Ordinance, Litter Ordinance and assisting with the Motor Vehicle Recycling and Disposal Program and any other ordinances or regulations adopted by the Board of County Commissioners pertaining to property use and public nuisances and performs other related duties as required or assigned.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

The Officer maintains a working knowledge of code enforcement principles, practices, and methods as it pertains to land use and nuisance laws, regulations, and ordinances. The Officer has a working knowledge of investigative practices and map reading, global positioning system (GPS) and geographic information system mapping (GIS) navigation equipment and associated software. The Officer accurately prepares and maintains detailed records of work activities, attends training sessions, reports any equipment failures and problems to supervisor, follows verbal and written instructions, works as a team member or independently and performs other duties as required or assigned.

***Knowledge and understanding of:*** Code enforcement principles, practices, and methods as applicable to local government, applicable laws, standards, and regulations relating to various land use and nuisance laws, regulations, and ordinances, investigative principles, methods, and techniques used to preserve evidence and establishing documentation and a written record for legal purposes, county policies and procedures and related state and federal statutes, rules and regulations, principles of land use planning and development, planning programs and processes including but not limited to: growth policies, subdivisions, zoning, MS4 Programs, floodplain management, mapping/addressing and monitoring of contaminated sites, zoning, floodplain, junk vehicle, littering and community decay and subdivision laws, comprehensive plans including their formation, process of adoption and implementation, basic statistics and mathematical calculations, word processing and spreadsheet software, safety rules, procedures and practices, writing, spelling, grammar and punctuation, proper business correspondence and communication, automated computer systems, basic computer use and data entry, basic knowledge of GIS and GPS.

***Skills in:*** Regulation, ordinance, and map reading, accuracy and attention to detail in information gathering and recording of all inspections, organization and time management, data entry and word processing, professional phone and customer service etiquette.

***Ability to:*** Understand and utilize zoning maps, land use maps, plat maps and other documents related to real property, prepare accurate and reliable reports containing findings, recommendations and technical documentation, advise on standard compliance methods, attend and present enforcement information to local government boards, attend court proceedings and testify in a court when necessary, perform systematic site inspections and prepare timely routine correspondence, relay complex information in understandable language and in a respectful manner, operate a personal computer using word processing, spreadsheet and database applications, enforcement related software and camera appropriate to complete job duties, coordinate, analyze and utilize a variety of reports and records, maintain strict standards of confidentiality and handling of confidential information, communicate well with others in both technical and non-technical terms, both orally and in writing, perform a wide variety of work and public relations tasks with accuracy and speed under the pressure of challenging and time-sensitive deadlines with minimal supervision, use logical and creative thought processes to develop solutions according to written specifications and/or oral

instructions, establish effective working relationships with the Public Works Director, Board of County Commissioners, County Attorney's Office and other County departments, employees, Federal, State and City agencies, private agencies and the general public, maintain composure and professional demeanor under stressful and sometimes adversarial conditions when interacting with the public, organize tasks and work environment to maximize efficiency, quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology, identify, analyze and address problems and trends in a timely, efficient and equitable manner, adapt to interruptions, equipment failures, unusual demands or changing priorities, employ and enforce safety practices and procedures, work outside in a variety of weather conditions, observe work hours and demonstrate punctuality, occasionally work outside normal hours as required by departmental needs.

**The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.**

*Notice to Applicants:* Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**