

# Job Posting

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## Daviess County Indiana

An Equal Opportunity Employer

<b>Position:</b>	<b>Code Compliance Officer</b>
<b>Department:</b>	<b>Board of Commissioner's</b>
<b>Work Schedule:</b>	<b>30 hours per week</b>
<b>Salary:</b>	<b>up to \$35,000 annually</b>
<b>Status:</b>	<b>Part-Time</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>

### Essential Job Duties:

- Search out, receive and record complaints from the public regarding possible code violations.
- Perform routine compliance checks.
- Investigate and inspect properties for compliance, document violations by securing photographic evidence and other pertinent documentation.
- Provide administrative functions necessary for the office including providing information and assistance to Daviess County citizens and directing citizens to appropriate individuals.
- Provide and prepare non-compliance notices and working with property owners to encourage compliance.
- Conduct follow-ups to ensure compliance and if necessary, prepare non-compliance issues for legal action.
- Prepare and maintain case files, records of citations and violations. prepare violation letters, documentation, and correspondence. Officer must be able to use computer software such as Word, Excel, and Outlook.
- Officer must be able to perform duties of this nature while working with IDEM and other appropriate agencies as needed.
- Officer must coordinate and manage clean-up of properties as needed and pursuant to court orders(s), as well as handling bid processes for clean-up of the properties as required.
- Report directly to the Daviess County Commissioners.

## **Certifications/Training:**

- Shall have ability to provide transportation, tools, and necessary supplies to facilitate services.
- Shall provide Daviess County a certificate of insurance showing \$1,000,000 general liability coverage, \$1,000,000 auto liability coverage, and umbrella or excess liability coverage in the amount of \$1,000,000 or more.

Please submit resume/application to the Daviess County Indiana Auditor's Office at:

Daviess County Auditor  
300 E Hefron St  
Washington, IN 47501

Or email to:

[jennifer.welsh@daviess.org](mailto:jennifer.welsh@daviess.org)

Email or call 812-254-8662 for questions.