

THE TOWN OF *Batesburg-Leesville*

JOB POSTING **CODE ENFORCEMENT OFFICER**

The Town of Batesburg-Leesville is seeking applications for the position of Code Enforcement Officer. The position is full-time (40 hours), Monday – Friday. Occasional evenings or weekends may be required. The Code Enforcement Officer is provided with a Town vehicle, with the potential for take home privileges. The position reports to the Assistant Town Manager.

Job Duties

- Performs a variety of administrative and technical work related to codes inspections, business license, and enforcement to ensure compliance with all adopted municipal codes and ordinances.
- Issues summons and appears in court representing the Town in the prosecution of violations of municipal codes and ordinances.
- Regularly interacts with the public including residents, businesses, and visitors to explain detailed and complex information.
- Patrols the Town for code violations to ensure code compliance.
- Prepares and maintains reports and records regarding code enforcement activity data.
- Performs other duties as assigned by supervisor.

Qualifications

- Ability to read, write, and perform mathematical calculations. Obtain ICC Certification within 6 months, relevant to the International Property Maintenance Code.
- Associate degree in Criminal Justice, Business, Political Science, or related field.
- Minimum of two (2) years of experience in compliance, regulatory, criminal justice or related field.
- High School diploma or GED equivalent (internal applicants only).
- South Carolina driver's license Class D.

Salary Info: Salary is based upon qualifications ranging from \$30,000-\$34,000. The position is full-time with benefits. Benefits include state retirement, medical, dental, vision, paid annual and sick leave, and 13 paid holidays.

How to apply

Applications can be picked up at the Batesburg-Leesville Town Hall, 120 West Church Street Suite A, Batesburg-Leesville, SC or by visiting <http://www.batesburg-leesville.org/employment-opportunities>. Office hours are Monday-Friday 8am-5pm.

Deadline: Open till filled

The Town of Batesburg-Leesville is an Equal Opportunity Employer. The Town of Batesburg-Leesville does not discriminate in employment on account of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability or any other legally protected status.