



Massillon Civil Service Commission

NOTICE OF EXAMINATION

The Massillon Civil Service Commission will conduct a competitive examination for the position of **Code Enforcement Officer** on Thursday September 2, 2021

LOCATION: To be announced

Exam Time: 6:00 PM

DESCRIPTION

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, nuisances, housing, building codes, health and safety, blight, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

DUTIES AND RESPONSIBILITIES

- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, nuisances, housing, building codes, health and safety, blight, and other matters of public concern.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of municipal codes and ordinances; interview complainant and property owners/tenants; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, to ensure compliance with appropriate codes and ordinances.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.

- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations.
- Prepare a variety of written reports and correspondence related to enforcement activities.
- Operate computer/tablet to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- Locate vacant residences and businesses; make sure buildings are secure as necessary; post the property as necessary; check vacant buildings for registration.
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Investigates animal control complaints on feral cats, dogs, chickens etc. Refers citizens to appropriate regulating and assistance agencies. As necessary, refers cases to the law department for further action.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

High school Diploma or GED and valid Ohio Driver's License required. Candidates for hire must complete a pre-employment fit for duty physical, background check and drug test prior to appointment.

Ability to effectively gather relevant facts through records research and inspection activity. Ability to understand and interpret City codes, ordinances and regulations and recognize conditions which deviate from established standards. Ability to use both computerized and manual record systems to effectively record, update and organize information. Ability to write legibly and succinctly. Ability to interpret maps. Ability to establish and conduct reasonable and effective communications with other persons who may be hostile or indifferent and act calmly, tactfully, and courteously under relatively stressful conditions.

PAY RATE

\$16.63 to \$18.22 /hour

APPLICATION REQUIREMENTS: Please complete an online application at;

<https://www.indeed.com/jobs?q=CODE%20ENFORCEMENT&l=Massillon%2C%20OH%2044646&vjk=2fe404af44a6899a>

Upon completion of the application you will receive an email from Civil Service detailing what documentation to send in to sit for the exam.

Deadline: August 25, 2021 by 5:00PM. Late applications will not be accepted.

You will be disqualified if it is found that you have made false statements or concealed any material fact, or practiced, or attempted to practice any deception or fraud in your application, or in your examination or in establishing your eligibility for appointment.

PASSING SCORE & BONUS: The minimum passing score is 70% correct. Twenty percent (20%) is the maximum total bonus credit available added to passing scores (70%).

Veteran's Preference

Upon receiving a passing score, any applicant discharged from the Uniformed Services or transferred to the Reserves with evidence of satisfactory service, who is a resident of this state and any member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, with more than one hundred eighty days (180) of active duty service pursuant to executive order of the President of the United States or an act of the Congress of the United States, shall receive additional credit of twenty percent (20%) of the total score earned in the written examination.

A member in good standing who successfully completes initial entry-level training, or a retired member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, shall receive a credit of fifteen percent (15%) of the person's total grade given in the written examination provided a passing grade is attained. Applicants must submit a certificate of service or Honorable Discharge (Form DD 214 – Long Version) as proof of honorable military service at the time of filing the application to receive credit.

College Degree

Upon receiving a passing score, an additional ten percent (10%) of the total score earned in the written examination shall be given to all applicants who have earned an Associate's Degree in Criminal Justice or any related major. An additional fifteen percent (15%) for earning a Bachelor's Degree in Criminal Justice or any related major.

By Order of Massillon Civil Service Commission: Elaine Campbell, Margaret Elum, and Tony Townsend