



**“Job Opening”
City of San Jacinto
Code Enforcement Officer**

Salary Range: \$23.35 to \$32.69

Application Deadline: 5:00 P.M. Thursday, July 27, 2017

Position Summary

Under general supervision of the Senior Code Enforcement Officer, receive and investigate complaints regarding zoning and certain municipal code violations; initiates enforcement action and issues citations and notices of violations. 9/80 work schedule

Special Requirements

Completion of P.C. 832, Arrest, Search and Seizure within one year of employment.

Knowledge of:

Planning, zoning, building inspection, and safety laws and concepts. Knowledge of City of San Jacinto municipal codes.

Ability to:

Read, interpret, apply and explain related laws, ordinances, rules, regulations, policies and procedures; conduct investigations into code violations; read and interpret maps, plans, and legal descriptions; operate video camera and related equipment; communicate effectively both orally and in writing; research and prepare written reports; deal constructively with conflict and implement effective resolutions.

Education and Experience

High school diploma or equivalent. One year of full-time experience in municipal codes/ordinances enforcement and inspection.

Requirement

Must possess and maintain a valid California Driver’s License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Pre-Employment

All employment offers are contingent upon the successful completion of a pre-employment physical exam and a criminal background investigation which includes finger printing.

See job description for complete job details and requirements

To obtain a City application and a complete job description visit: www.ci.san-jacinto.ca.us

Applications also available at City Hall located at 595 S. San Jacinto Avenue, San Jacinto, CA 92583

City Hall is open to the public

Monday thru Thursday from 8:00am to 5:00pm Closed on Fridays

Submit job application to:

City of San Jacinto, Attn. H.R. Dept., 595 S. San Jacinto Avenue, San Jacinto, CA 92583

The City will not accept applications via facsimile or email