

Department: Planning & Zoning

Location: Monticello, GA

Employment Type: Part-Time (25 hours per week)

Salary: Based on experience

Application Deadline: Position Open Until Filled

About the Job

The Jasper County Board of Commissioners seeks a detail-oriented, self-motivated individual to join our team as a Part-Time Code Enforcement Officer. This role is crucial in maintaining the quality and safety of our community by ensuring local ordinances and codes are enforced, particularly related to zoning, housing, signage, and property maintenance.

Key Responsibilities:

- Investigate complaints of possible code violations, including but not limited to zoning, land use, nuisances, and property maintenance.
- Conduct field inspections of residential and commercial properties.
- Issue violation notices and follow up to ensure compliance with county regulations.
- Maintain accurate records of inspections, violations, and enforcement actions.
- Respond to public inquiries regarding code enforcement processes.
- Collaborate with departments and law enforcement as necessary to address more serious violations.

Qualifications:

- High school diploma or GED required; additional coursework in criminal justice, law enforcement, or a related field is a plus.
- Valid Georgia driver's license with a clean driving record.
- Experience in code enforcement, law enforcement, or public safety is preferred but not required.
- Ability to interpret and apply municipal codes and ordinances.
- Strong communication skills (both verbal and written).
- Proficiency in basic computer applications (MS Word, Excel, etc.).
- Must be able to work independently and exercise sound judgment.

Physical Requirements:

- Ability to conduct outdoor inspections in various weather conditions.
- Must be able to walk, stand, and drive for extended periods.

Work Schedule:

Flexible schedule, 25 hours per week. Some evening and weekend work may be required.

How to Apply:

Interested candidates should submit a resume and cover letter to sjefferson@jaspercountyga.org. Please include "Part-Time Code Enforcement Officer" in the subject line.

Equal Opportunity Employer

Jasper County Board of Commissioners is committed to a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability, or veteran status.