



## Code Compliance Clerk

EEO Class Code:  
Union Status: Unclassified  
FLSA Code: Non-exempt

# The Town of Pembroke Park Job Description

**Department:** Building

**Position Reports To:** Chief Code Officer &  
Building and Facilities Manager (secondary reporting)

**Sworn:** No

## Job Specifications

### NATURE OF WORK

This is a specialized administrative support position that provides record keeping for the Code Compliance Special Magistrate. This position coordinates actions relating to violations, fines, liens, releases of liens, and other compliances situations; interprets technical/administrative regulations for code compliance; and responds to inquiries of property owners, businesses and attorneys.

### ESSENTIAL DUTIES

Tasks required of those in the position of Code Compliance Clerk include, but are not limited to:

- Prepares agendas for the Code Compliance Special Magistrate hearings; swears in witnesses, personnel, and property owners; and tapes and transcribes minutes from monthly hearings.
- Compiles legal documents needed for hearings; prepares and mails notices of hearings and Special Magistrate actions to property owners; and prepares and issues notices to respondents by certified mail.
- Assists the Special Magistrate with inquiries and research on cases.
- Confers with the Chief Code Compliance Officer on unusual and complex circumstances relating to violations; advises respondents of proper procedure to follow in satisfying liens; and calculates actual amount due.
- Prepares Release of Lien and Satisfaction of Lien documents for the execution after payments have been received and forwards them to the Broward County for recording; maintains a log of outstanding liens and payments.
- Research and prepares code compliance related lien inquiries.
- Files documents and ensures files are kept in order and in a detailed fashion.
- Prepares reports and spreadsheets with pertinent information and tracking logs.

- Assists staff in implementing new or modified systems, methods or procedures; preparation of Notice of Violation and related documents and folders.
- Assists with processing applications and payments; assists with registering and deregistering properties.
- Assists department personnel in answering complaints and inquiries relating to the Town code, local business tax receipts, and other division functions.
- Assists supervisory personnel with routine duties.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Educates customers in code compliance process and explains actions required.
- Interacts and consults with a variety of individuals and groups in the performance of job responsibilities including Town personnel in various Departments, outside agencies, property owners, business owners, etc.
- Performs other related duties as assigned.

## **KNOWLEDGE, ABILITIES AND SKILLS**

- Knowledge of the functions and operations of the Code Compliance Division and Building Divisions.
- Knowledge of Florida Statute - Chapter 162.
- Knowledge of legal procedure related to the enforcement of regulations and codes.
- Knowledge of the Town codes, regulations, rules and procedures, and administrative practices relating to compliance procedures.
- Knowledge of modern office principles and procedures.
- Skilled in using Microsoft Office Suite, including Word, Outlook, and Excel.
- Skilled in verbal and written communications including experience in preparing reports and keeping accurate records.
- Ability to learn systems used by the Town for code compliance.
- Ability to communicate effectively with the general public regarding inquiries and violations as well as to provide explanations tactfully and impartially.
- Ability to use recording and transcription equipment.
- Ability to perform advanced mathematical calculations such as calculating interest and recording fees on liens.
- Ability to type forty (40) correct words per minute (wpm).
- Ability to establish and maintain effective working relationships with supervisors, other employees, and Town officials.
- Ability to communicate effectively and persuasively, both verbally and in writing to individuals as well as groups.
- Ability to deal with competing priorities and varied responsibilities.
- Ability to work efficiently and effectively to develop win-win solutions.
- Ability to systematically organize and track information in detail.
- Ability to demonstrate understanding, consideration, and respect for the public.

## **MINIMUM REQUIREMENTS**

- High School Diploma or valid equivalent.
- Three (3) years of administrative experience in code compliance, building, paralegal, law or a related field.
- Must possess a State of Florida Notary Public license (or obtain within thirty (30) days of hire).
- Any equivalent combination of education and experience may be considered.

## **PREFERRED QUALIFICATIONS**

- Associate's degree.
- Certificate of Attendance from the University of Central Florida – Institute of Government “Workshop for Coordinators and Secretaries to Code Compliance Boards.”
- Bilingual (English, Spanish and/or Creole).

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting up to thirty (30) lbs.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets.)
- Ability to work in a computer station for an extended period.